

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/23/2021

Contract/Lease Control #: C19-2736-AP

Procurement#: ITB AP 46-18

Contract/Lease Type: CONTRACT

Award To/Lessee: CROWNE AVIATION SERVICES, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2018

Expiration Date: MONTH TO MONTH BASIS

Description of Contract/Lease: SKYCAP SERVICES AT THE DESTIN-FORT WALTON BEACH AIRPORT

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-689-7160

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

Closed:

Cc: Finance Department Contracts & Grants Office

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

Procurement/Contract/Lease Number: C19-2736-AP Tracking Number: 4408-21  
 Procurement/Contractor/Lessee Name: Crowne Aviation Services Grant Funded: YES \_\_\_ NO X  
 Purpose: Skycap Services at Destin Fort-Walton Beach Airport  
 Date/Term: Month to Month, As needed 1.  GREATER THAN \$100,000  
 Department #: \_\_\_\_\_ 2.  GREATER THAN \$50,000  
 Account #: \_\_\_\_\_ 3.  \$50,000 OR LESS  
 Amount: Annually \$775,000<sup>00</sup> or \$64,583<sup>33</sup> per Month  
 Department: Airport Dept. Monitor Name: Tracy Stage

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
Jessica Darr Date: 9/20/2021  
 Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

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

Approved as written: Not Applicable Grant Name: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 Grants Coordinator Danielle Garcia

**Risk Management Review**

Approved as written: See Email at  
Lisa Price 9:01 AM Date: 8/23/2021  
 Risk Manager or designee Edith Gibson or Karen Donaldson

**County Attorney Review**

Approved as written: See Email at  
Lynn Hoshihara 10:53 AM Date: 9/2/2021  
 County Attorney Lynn Hoshihara, Kerry Parsons or Designee

**Department Funding Review**

Department Funding Confirmed: \_\_\_\_\_ Date: \_\_\_\_\_

**IT Review (if applicable)**

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

## Jesica Darr

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**From:** Lisa Price  
**Sent:** Monday, August 23, 2021 9:01 AM  
**To:** Jesica Darr  
**Subject:** RE: C19-2736-AP Month to Month Renewal Approval Request

This is approved for insurance purposes.

Thank you,

Lisa Price  
Risk Management  
Public Records & Contracts Specialist  
302 N Wilson Street, Suite 301  
Crestview, FL. 32536  
(850) 689-5979  
[lprice@myokaloosa.com](mailto:lprice@myokaloosa.com)



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

*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.*

**From:** Jesica Darr <[jdarr@myokaloosa.com](mailto:jdarr@myokaloosa.com)>  
**Sent:** Thursday, August 19, 2021 7:33 AM  
**To:** Lisa Price <[lprice@myokaloosa.com](mailto:lprice@myokaloosa.com)>; [kparsons@ngn-tally.com](mailto:kparsons@ngn-tally.com)  
**Cc:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>; DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Subject:** C19-2736-AP Month to Month Renewal Approval Request

Kerry and Lisa,

Good Morning !

## Jesica Darr

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**From:** Lynn Hoshihara  
**Sent:** Thursday, September 2, 2021 10:53 AM  
**To:** Jesica Darr; DeRita Mason  
**Subject:** Fw: C19-2736-AP Month to Month Renewal Approval Request

I approved this last week.

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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:** Lynn Hoshihara  
**Sent:** Wednesday, August 25, 2021 6:16 PM  
**To:** Jesica Darr; kparsons@ngn-tally.com  
**Cc:** DeRita Mason  
**Subject:** Re: C19-2736-AP Month to Month Renewal Approval Request

Yes, this is approved as to legal sufficiency.

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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:** Jesica Darr  
**Sent:** Tuesday, August 24, 2021 8:29:39 AM  
**To:** Lynn Hoshihara; kparsons@ngn-tally.com  
**Cc:** DeRita Mason; Jesica Darr  
**Subject:** RE: C19-2736-AP Month to Month Renewal Approval Request

Mrs. Hoshihara,

Good Morning, Ma'am!

With the changes made, as instructed below, is this approved for legal sufficiency? This will be under \$100k and there will be a new solicitation placed fairly soon.

Please advise in the next day or two, if possible, so I can have the contractor review and sign.

**Jesica Darr**

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**From:** Mike Stenson  
**Sent:** Thursday, September 2, 2021 1:31 PM  
**To:** Jesica Darr  
**Cc:** DeRita Mason  
**Subject:** RE: Please send today\_ C19-2736-AP Contractor Signature Requested

Jesica,

I would only change Item 4 when it says compensation will be in accordance with Section V of the “original” agreement – it should say “current” agreement instead, since the original agreement also includes two amendments?

Thanks.

Michael J. Stenson  
Deputy Airports Director  
Okaloosa County Airports  
(850) 651-7160 Ext. 4  
[www.FlyVPS.com](http://www.FlyVPS.com)



**From:** Jesica Darr  
**Sent:** Thursday, September 2, 2021 10:56 AM  
**To:** Mike Stenson <mstenson@myokaloosa.com>  
**Cc:** DeRita Mason <dmason@myokaloosa.com>  
**Subject:** Please send today\_ C19-2736-AP Contractor Signature Requested

Mr. Stenson,

Good Morning !

Please see the attached renewal for Crowne Aviation Services, C19-2736-AP.

Please send to the contractor for review and signature by the end of the business week, to give them the required 30-day notice.

Please send back when they have signed.

- We kindly request that you could sent to them today or tomorrow because they are required a 30-day notice. I was out of the office for a few days and fell a little behind.



**THIRD AMENDMENT TO THE AGREEMENT BETWEEN OKALOOSA  
COUNTY, FLORIDA AND CROWNE AVIATION SERVICES, LLC.**  
**CONTRACT NO. C19-2736-AP**

This Third Amendment to the Agreement between Okaloosa County, a political subdivision of the State of Florida (the "County"), and Crowne Aviation Services, LLC. (the "Contractor"), executed this 17<sup>th</sup> day of September, 2021, is made a part of the original Agreement dated October 1, 2018, Contract No. C19-2736-AP (the "original Agreement"), incorporated herein by reference. The County and Contractor hereby agree as follows:

1. **CONTRACT EXTENSION.** The parties hereby wish to extend the original Agreement on a month to month basis.
2. **TERM OF EXTENSION.** The Effective Date of this Amendment shall commence October 1, 2021 until a procurement solicitation for Airport Concierge services is released by the County and a new contract is awarded.
3. **INSURANCE.** Effective for the term of this extension, the parties wish to update Attachment "A" of the original Agreement "Insurance Requirements" with Attachment "A" of this Amendment.
4. **COMPENSATION.** Compensation for this renewal term of the Agreement shall be in accordance with the current pricing structure.
5. **PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES.** Pursuant to Florida Statutes Section 215.4725, contracting with any entity that is listed on the Scrutinized Companies that Boycott Israel List or that is engaged in the boycott of Israel is prohibited. Contractors must certify that the company is not participating in a boycott of Israel. Any contract for goods or services of One Million Dollars (\$1,000,000) or more shall be terminated at the County's option if it is discovered that the entity submitted false documents of certification, is listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria after July 1, 2018.

Any contract entered into or renewed after July 1, 2018 shall be terminated at the County's option if the company is listed on the Scrutinized Companies that Boycott Israel List or engaged in the boycott of Israel. Contractors must submit the certification that is attached to this agreement as Attachment "B". Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Contractor of the County's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination was in error. If the Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute Section 215.4725.



6. **CIVIL RIGHTS.** The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

7. **COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS.** During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest, agrees as follows:

a. **Compliance with Regulations:** The Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated and attached hereto as Attachment "C".

b. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

c. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

d. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County or other governmental entity to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the County or the other governmental entity, as appropriate, and will set forth what efforts it has made to obtain the information.

e. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the County will impose such contract sanctions as it or another applicable state or federal governmental entity may determine to be appropriate, including, but not limited to:



a. Withholding payments to the Contractor under the Agreement until the Contractor complies; and/or

b. Cancelling, terminating, or suspending the Agreement, in whole or in part.

f. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the County may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the County to enter into any litigation to protect the interests of the County. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

8. **OTHER PROVISIONS REMAIN IN EFFECT.** Except as specifically modified herein, all terms and conditions of the original Agreement and any amendments thereto, shall remain in full force and effect.

9. **CONFLICTING PROVISIONS.** The terms, statements, requirements, or provisions contained in this Amendment shall prevail and be given superior effect and priority over any conflicting or inconsistent terms, statements, requirements or provisions contained in any other document or attachment.

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IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day and year first written above.

**CROWNE AVIATION SERVICES, LLC. :**

*Sally A. Leonard*  
Signature

TITLE: *CEO/OWNER*

*Sally A Leonard*  
Print Name

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**OKALOOSA COUNTY, FLORIDA**

BY: John Hofstad Digitally signed by John Hofstad  
Date: 2021.09.17 11:17:02 -05'00'  
John Hofstad, County Administrator



## ATTACHMENT "A"

### GENERAL SERVICES INSURANCE REQUIREMENTS

REVISED: 01/2/2019

#### CONTRACTORS INSURANCE

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and the certificate of insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida. Insuring company is required to have a minimum rating of A, Class X in the Best Key Rating Guide published by A.M. Best & Co. Inc.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable the County shall be shown as an Additional Insured with a waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day prior written notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies (redacted if necessary) of any insurance policies to document the insurance coverage specified in this Agreement.
7. Any subsidiaries used shall also be required to obtain and maintain the same insurance requirements as are being required herein of the Contractor.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

#### WORKERS' COMPENSATION INSURANCE

1. The Contractor shall secure and maintain during the life of this Agreement Workers'



Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.

2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

#### **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

#### **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry Commercial General Liability insurance against all claims for Bodily Injury, Property Damage and Personal and Advertising Injury caused by the Contractor.
2. Commercial General Liability coverage shall include the following:
  - 1.) Premises & Operations Liability
  - 2.) Bodily Injury and Property Damage Liability
  - 3.) Independent Contractors Liability
  - 4.) Contractual Liability
  - 5.) Products and Completed Operations Liability
3. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.



## INSURANCE LIMITS OF LIABILITY

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Workers' Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1,000,000 each accident (A combined single limit)
3. Commercial General Liability	\$1,000,000 each occurrence for Bodily Injury & Property Damage \$1,000,000 each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1,000,000 each occurrence

## NOTICE OF CLAIMS OR LITIGATION

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

## INDEMNIFICATION & HOLD HARMLESS

Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

## CERTIFICATE OF INSURANCE

1. Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road,



Crestview, Florida, 32536.

2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day prior written notice of cancellation; ten (10 days' prior written notice if cancellation is for nonpayment of premium).
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection.
7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility.
8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR.

## **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.



Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its employees under all the foregoing policies of insurance.

#### **EXCESS/UMBRELLA INSURANCE**

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an EXCESS/UMBRELLA insurance policy. In all instances, the combination of primary and EXCESS/UMBRELLA liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.



ATTACHMENT "B"

VENDORS ON SCRUTINIZED COMPANIES LISTS

By executing this Certificate Crowne Aviation Services LLC, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by bid proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: September 16, 2021 SIGNATURE: Sally A. Leonard

COMPANY: Crowne Aviation Services LLC NAME: SALLY A. LEONARD  
(Typed or Printed)

ADDRESS: 3061 Mount Park Church Rd TITLE: CEO/OWNER  
Montrose GA 30655

E-MAIL: sleonard@crownesolutions.com

PHONE NO.: 770-241-4660



## ATTACHMENT "C"

### Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), as applicable, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 *et seq.*)



## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 10-09-2018

Contract/Lease Control #: C19-2736-AP

Procurement#: ITB AP 46-18

Contract/Lease Type: CONTRACT

Award To/Lessee: CROWNE AVIATION SERVICES, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2018

Expiration Date: 09/30/2021 W/2 1 YR RENEWALS

Description of Contract/Lease: SKYCAP SERVICES AT THE DESTIN-FORT WALTON BEACH AIRPORT

Department: AP

Department Monitor: STAGE

Monitor's Telephone #: 850-651-7160

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

Closed:

Cc: Finance Department Contracts & Grants Office



State of Florida

## Okaloosa County Airports

CONTRACT#: C19-2736-AP  
CROWNE AVIATION SERVICES, INC.  
SKYCAP SERVICES AT THE DESTIN-FT. WALTON  
BEACH AIRPORT  
EXPIRES: 09/30/2021 W/2 1 YR RENEWALS

**DATE:** June 18, 2021

**SUBJECT: Crowne Aviation Services, Inc. C19-2736-AP**  
**Approved Contract Rates Effective June 8, 2021**  
**Baggage Handling Associates**

In accordance with Amendment #2 to the Crowne Aviation Services, Inc. (Crowne) contract with Okaloosa County (C19-2736-AP), the contract rates may be adjusted with written approval of the Airports Director. Contract rates for any position will not exceed \$21.00 per hour without County Administrator approval. This amendment was approved by the BCC on June 15, 2021 and is retroactive to June 8, 2021.

Effective June 8, 2021, Crowne and the Airports Director have agreed to adjust the standard contract rate for Baggage Handling Associates from \$15.64 per hour to \$19.00 per hour. The purpose of this change is to authorize Crowne to pay their baggage handling associates a minimum of \$14.00 per hour. Payroll reports will be submitted with subsequent invoices to document the actual wages paid to employees. Rates for other contracted positions are not affected.

APPROVED:

Tracy Stage, A.A.E.  
Airports Director  
Okaloosa County, Florida

AMENDMENT #2 OF CONTRACT C19-2736-AP  
CROWNE AVIATION SERVICES CONTRACT  
DESTIN FORT – WALTON BEACH AIRPORT

This Second Amendment, made and entered into this 15<sup>th</sup> day of June, 2021, hereby amends Contract C19-2736-AP (“Agreement”), dated October 1, 2018, by Crowne Aviation Services (“Contractor”) and Okaloosa County, Florida through its Board of County Commissioners (“County”).

**WITNESSETH:**

**WHEREAS**, on October 1, 2018 Contractor entered into an Agreement with the County to provide wheelchair, baggage handling, curbside (skycap), security (exit lane) and passenger ambassador services at the Destin – Fort Walton Beach Airport with a current expiration date of September 30, 2021; and

**WHEREAS**, as a result of significant changes in service requirements and the economic factors that affect attracting and retaining employees, the County and Contractor wish to amend the Agreement to allow flexibility with regard to the rate structure outlined in the contract.

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the executing parties consent to and agree to the following:

**AMENDMENT**

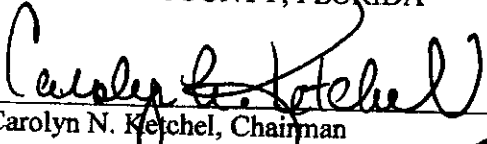
1. Section 3 of the Agreement is hereby amended. The contract rates shall be approved in writing by the Airports Director and may be amended from time to time, as necessary. The total contract rates will not exceed \$21.00 per hour per position without approval of the County Administrator. Contractor will submit payroll records with invoices as supporting documentation for actual wages paid to employees.
2. This amendment will be retroactive to June 8, 2021.
3. All other provisions of the Agreement shall remain in full force and effect through the duration of the Contract term.

(The remainder of this page intentionally left blank)

CONTRACT#: C19-2736-AP  
CROWNE AVIATION SERVICES, LLC  
SKYCAP SERVICES FOR THE DESTIN-  
FORT WALTON BEACH AIRPORT  
EXPIRES: 09/30/2021 W/2 1 YR RENEWALS

IN WITNESS WHEREOF, the parties hereto have executed this renewal as of the day and year first written.

OKALOOSA COUNTY, FLORIDA

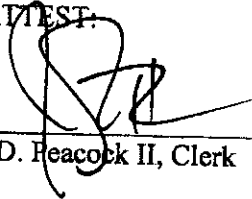


Carolyn N. Ketchel, Chairman

Date: June 15, 2021



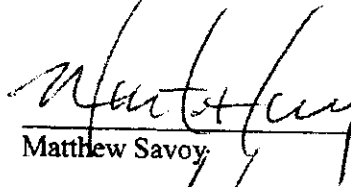
ATTEST:



J.D. Heacock II, Clerk



CROWNE AVIATION SERVICES, LLC



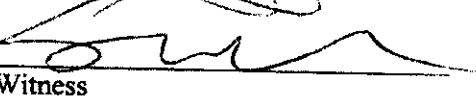
Matthew Savoy

Date: 6/8/21

ATTEST:



Witness



Witness

ACKNOWLEDGMENTS

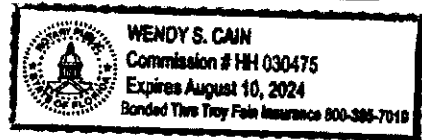
STATE OF Florida  
COUNTY OF Okaloosa

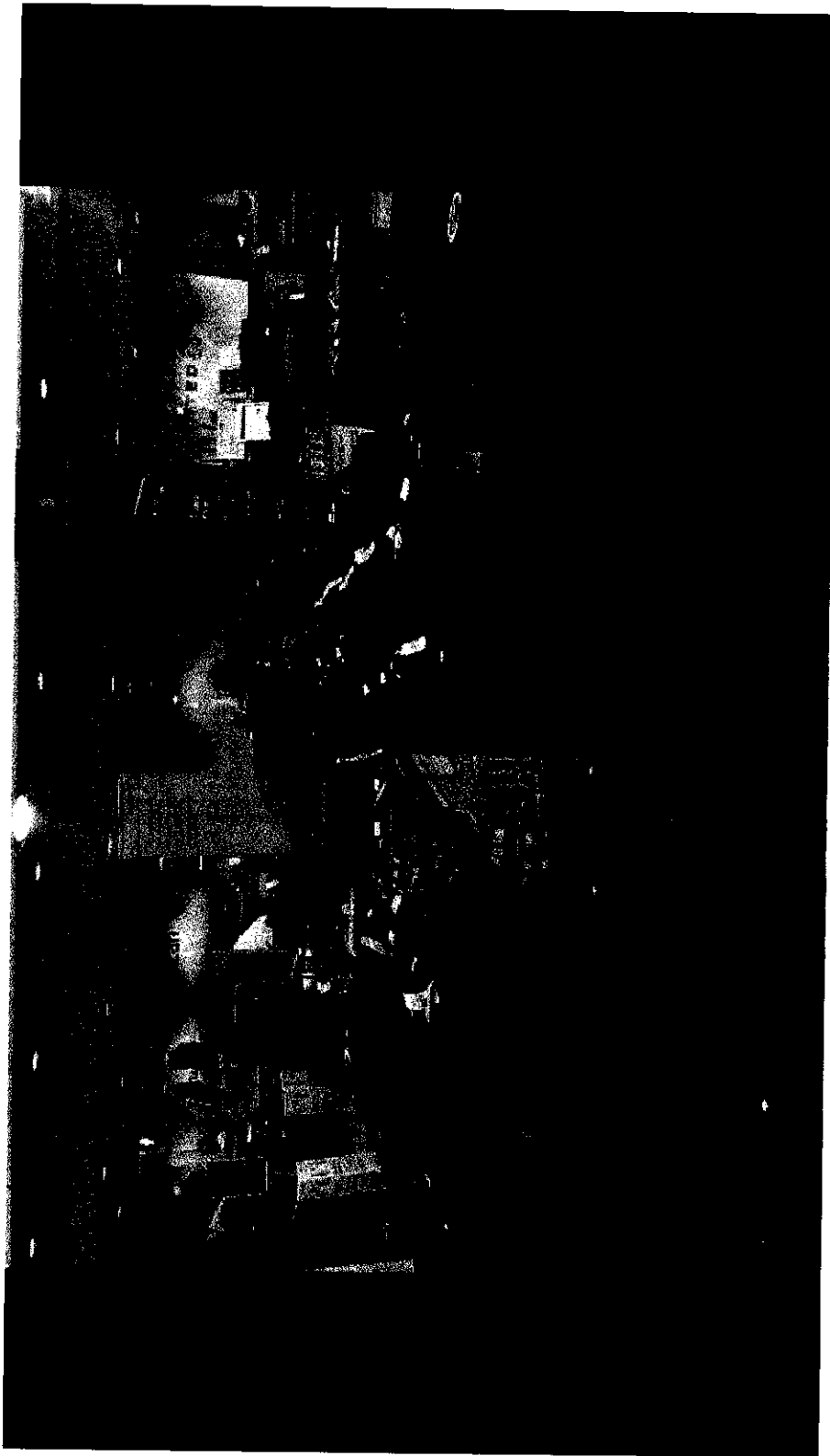
Before me, the undersigned officer duly authorized to take acknowledgments in the COUNTY and STATE aforesaid, personally appeared MATTHEW SAVOY who, under oath, deposes and says that he is authorized to execute contracts and lease agreements and that he executed the foregoing instrument for the uses and purposes contained therein.

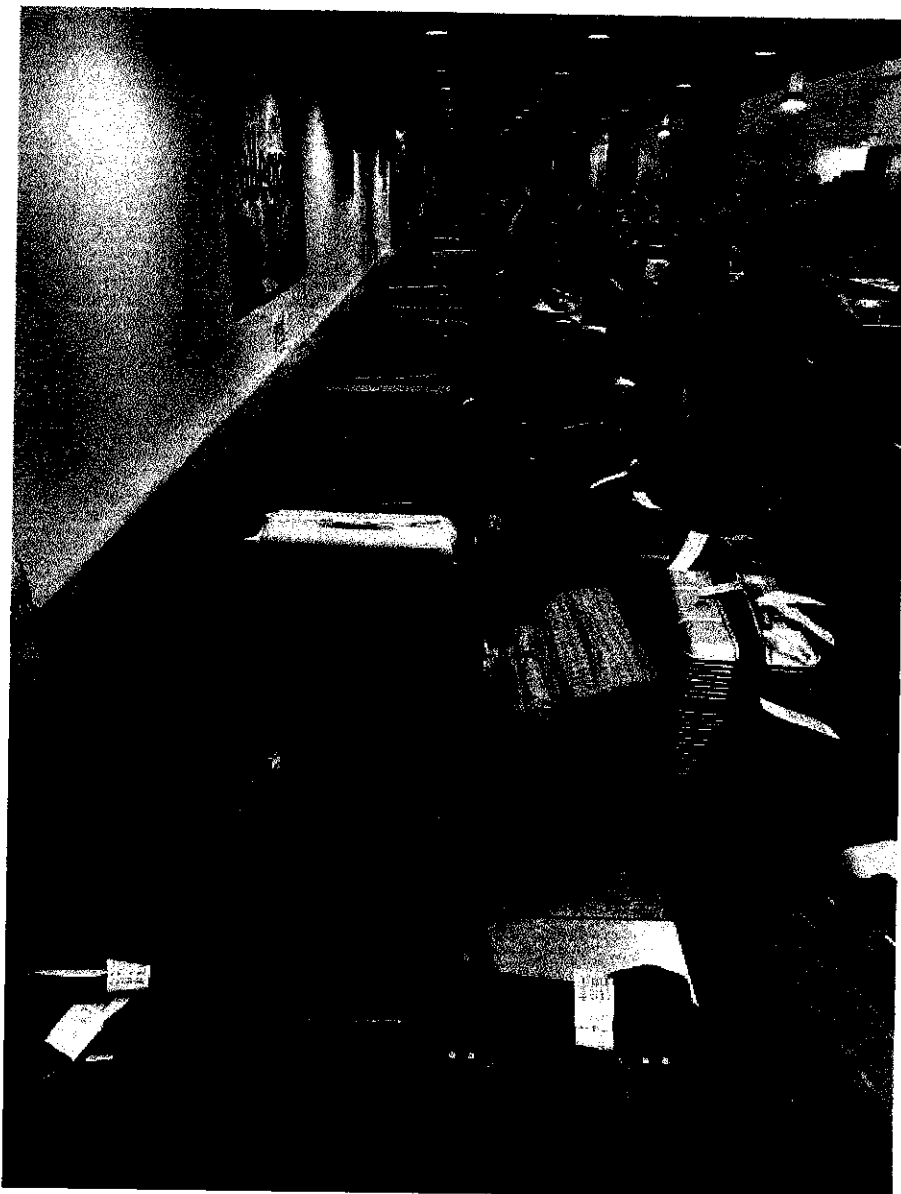
Sworn and subscribed before me this 8 day of June, 2021, AD.

Wendy S. Cain  
NOTARY

My Commission Expires: \_\_\_\_\_







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

Procurement/Contract/Lease Number: 019-2736-RP Tracking Number: 4341-21  
Procurement/Contractor/Lessee Name: Chromo Analysis Grant Funded: YES \_\_\_ NO X  
Purpose: Amendment # 2  
Date/Term: 9-30-21  
Department #: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Department: Airport Dept. Monitor Name: Stacy

1.  GREATER THAN \$100,000  
2.  GREATER THAN \$50,000  
3.  \$50,000 OR LESS

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
White Man Date: 6-8-2021  
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

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

Approved as written: \_\_\_\_\_ Grant Name: \_\_\_\_\_  
NO Redid to dr Date: \_\_\_\_\_  
Grants Coordinator \_\_\_\_\_

**Risk Management Review**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_  
no risk alert  
Risk Manager or designee Lisa Price

**County Attorney Review**

Approved as written: \_\_\_\_\_ Date: 6/8/21  
see mail attached  
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

---

**From:** Lynn Hoshihara  
**Sent:** Tuesday, June 8, 2021 1:24 PM  
**To:** DeRita Mason  
**Cc:** Kerry Parsons  
**Subject:** Re: Crowne Amendment #2

This is approved as to legal sufficiency. Does the Airport also want to renew this contract for an additional year? Or will they be preparing another Amendment and Renewal in September?

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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.

---

**From:** DeRita Mason  
**Sent:** Tuesday, June 8, 2021 2:18:36 PM  
**To:** Lynn Hoshihara  
**Cc:** Kerry Parsons  
**Subject:** FW: Crowne Amendment #2

Updated again.

DeRita Mason



DeRita Mason, CFPB, NIGP-CFP  
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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CROWAVI-01

PDRISCOLL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/7/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: StrataGem Risk, LLC. CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS. INSURER(S) AFFORDING COVERAGE: INSURER A: Northfield Ins. Co., INSURER B: Everest National Ins. Co., INSURER C: Hiscox Insurance Company, Inc.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Crime.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate holder and Okaloosa County Airports is included as an Additional Insured with regard to the General Liability coverage shown above for any work performed by the named insured as required by written contract.

CERTIFICATE HOLDER: Okaloosa County BCC, 302 Wilson Street, Suite 301, Crestview, FL 32536. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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

Procurement/Contract/Lease Number: C19-27367P Tracking Number: 3150-19  
Procurement/Contractor/Lessee Name: Crown Aviation Grant Funded: YES \_\_\_ NO X  
Purpose: amendment one  
Date/Term: 9-30-21  
Amount: 13,498.80  
Department: AP  
Dept. Monitor Name: Stacy

1.  GREATER THAN \$100,000  
2.  GREATER THAN \$50,000  
3.  \$50,000 OR LESS

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
DeRita Mason Date: 10-17-18  
Purchasing Manager or designee Jeff Hyde, DeRita Mason

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

Approved as written: no federal \$  
Date: \_\_\_\_\_  
Grants Coordinator Danielle Garcia

**Risk Management Review**

Approved as written: see email attached  
Date: 10-22-18  
Risk Manager or designee Laura Porter or Krystal King

**County Attorney Review**

Approved as written: see email attached  
Date: 10-22-18  
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

**Clerk Finance**

Document has been received:  
Date: \_\_\_\_\_  
Finance Manager or designee

## DeRita Mason

---

**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Saturday, October 20, 2018 3:14 PM  
**To:** DeRita Mason  
**Cc:** Lynn Hoshihara  
**Subject:** RE: Crowne Aviation Amendment Number One C19-2736-AP

This is approved for legal and risk purposes.

---

**From:** DeRita Mason [mailto:dmason@myokaloosa.com]  
**Sent:** Wednesday, October 17, 2018 9:08 AM  
**To:** Parsons, Kerry  
**Cc:** Lynn Hoshihara  
**Subject:** Crowne Aviation Amendment Number One C19-2736-AP

Please review and approve.

Thank you,

DeRita

---

**From:** Dave Miner  
**Sent:** Wednesday, October 17, 2018 8:02 AM  
**To:** DeRita Mason <dmason@myokaloosa.com>  
**Cc:** Allyson Oury <aoury@myokaloosa.com>  
**Subject:** Crowne Aviation Amendment Number One

DeRita:

Please start the coordination for the attached Crowne Aviation Amendment (C19-2736-AP).  
Thank you.

Dave

## Dave Miner

---

**From:** Thomas Martin  
**Sent:** Wednesday, October 31, 2018 2:57 PM  
**To:** Dave Miner  
**Subject:** RE: Crowne Aviation Services COI for Compliance

You have Risk Management's approval. Thanks!

Thomas L. (Tom) Martin, Jr., CSP  
Interim Risk Manager/Safety Coordinator  
Okaloosa County Board of County Commissioners  
Risk Management Department  
5479-B Old Bethel Road  
Crestview, Florida 32536  
Office: (850) 689-4111  
Work Cell: (850) 612-7830  
[tmartin@myokaloosa.com](mailto:tmartin@myokaloosa.com)

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.

---

**From:** Dave Miner  
**Sent:** Wednesday, October 31, 2018 11:49 AM  
**To:** Thomas Martin <[tmartin@myokaloosa.com](mailto:tmartin@myokaloosa.com)>  
**Cc:** Allyson Oury <[aoury@myokaloosa.com](mailto:aoury@myokaloosa.com)>  
**Subject:** Crowne Aviation Services COI for Compliance

Tom:

Please review the attached COI for Crowne Aviation Services Contract (C19-2736-AP) for compliance. Crowne Aviation is a concession for skycap services at the Destin – Fort Walton Beach Airport.

Dave

David E. Miner  
Properties and Leases  
Okaloosa County Airports  
(850) 651-7160 Ext. 4  
[www.flyvps.com](http://www.flyvps.com)

"Please note: Due to Florida's very broad public records laws, most written communication to or from County employees regarding County business are public records, available to the public upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure."



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Acentria Insurance - Brandon Office 308 Elizabeth St Brandon FL 33511	<b>CONTACT NAME:</b> Tracy Dilport	
	<b>PHONE (A/C, No, Ext):</b> 813-689-0480	<b>FAX (A/C, No):</b> 813-324-2428
<b>E-MAIL ADDRESS:</b> coibrandon@acentria.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Northfield Ins Co		27987
<b>INSURER B:</b> Everest National Ins Co		10120
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED** CROWAVI-01  
 Crowne Aviation Services, LLC.  
 3061 Mount Paran Church Road  
 Monroe GA 30655

**COVERAGES**

CERTIFICATE NUMBER: 1226302432

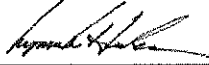
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	WS149826	1/18/2018	1/18/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	5300003706-181	1/15/2018	1/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED WITH REGARDS TO THE GENERAL LIABILITY COVERAGE SHOWN ABOVE FOR ANY WORK PERFORMED BY THE NAMED INSURED AS REQUIRED BY WRITTEN CONTRACT. SUCH COVERAGE IS PROVIDED ON A PRIMARY AND NON-CONTRIBUTORY BASIS AND INCLUDES A WAIVER OF SUBROGATION. 30 DAY NOTICE OF CANCELLATION; 10 DAY NOTICE OF CANCELLATION FOR NONPAYMENT OF PREMIUM.

**CERTIFICATE HOLDER****CANCELLATION**

Okaloosa County 5479 A Old Bethel Road Crestview FL 32536	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

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**AMENDMENT OF CONTRACT C19-2736-AP  
CROWNE AVIATION SERVICES CONTRACT AT THE  
DESTIN - FORT WALTON BRACH AIRPORT**

This Amendment made and entered into this 20th day of November, 2018, hereby amends Contract C19-2736-AP ("Contract Agreement"), dated October 1, 2018, by Crowne Aviation Services ("Contractor"), and Okaloosa County, Florida through its Board of County Commissioners (hereinafter the "County").

**WITNESSETH:**

**WHEREAS**, on October 1, 2018 Crowne Aviation Services entered into a Contract, for Skycap services; and

**WHEREAS**, Contractor desires to amend contract to lease Airline Ticket Office (ATO) space room (A119) as shown in Exhibit (1).

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the executing parties consent to and agree to the following:

**AMENDMENT**

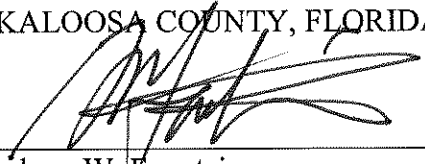
C19-2736-AP is hereby amended as follows:

1. Contractor requests to lease room A119 (140 sf) at the rate of \$96.42 per square foot.
2. Room A119, 140 sf will be added to the Contract at \$96.42 per square foot for a total annual cost \$13,498.80 annually plus tax retroactive to October 1, 2018.
3. Contractor requests to lease this room for a total of three (3) years beginning on October 1, 2018 and terminating on September 30, 2021.
4. County reserves the right to cancel this amendment with thirty (30) days written notice to Contractor from date of notice.
5. All other provisions of the Lease Agreement shall remain in full force and effect through the duration of the Lease term.

(The remainder of this page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have executed this amendment as of the day and year first written.


OKALOOSA COUNTY, FLORIDA

  
\_\_\_\_\_  
Graham W. Fountain  
Chairman, Board of County Commissioners



Date: NOV 20 2018

ATTEST:

  
\_\_\_\_\_  
J.D. Peacock II  
Clerk of Circuit Court





CONCESSIONAIRE

Sally Leonard  
Crowne Aviation Services  
Sally Leonard  
Date: Oct 31, 2018

ATTEST:

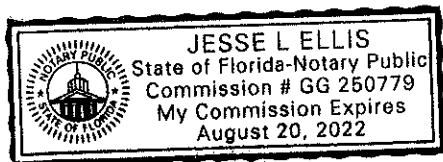
Christopher Barthel  
Witness  
JANICE UBADE  
Witness

ACKNOWLEDGMENTS

STATE OF Florida  
COUNTY OF Okaloosa

Before me, the undersigned officer duly authorized to take acknowledgments in the COUNTY and STATE aforesaid, personally appeared SALLY LEONARD who, under oath, deposes and says that he is authorized to execute contracts and lease agreements and that he executed the foregoing instrument for the uses and purposes contained therein.

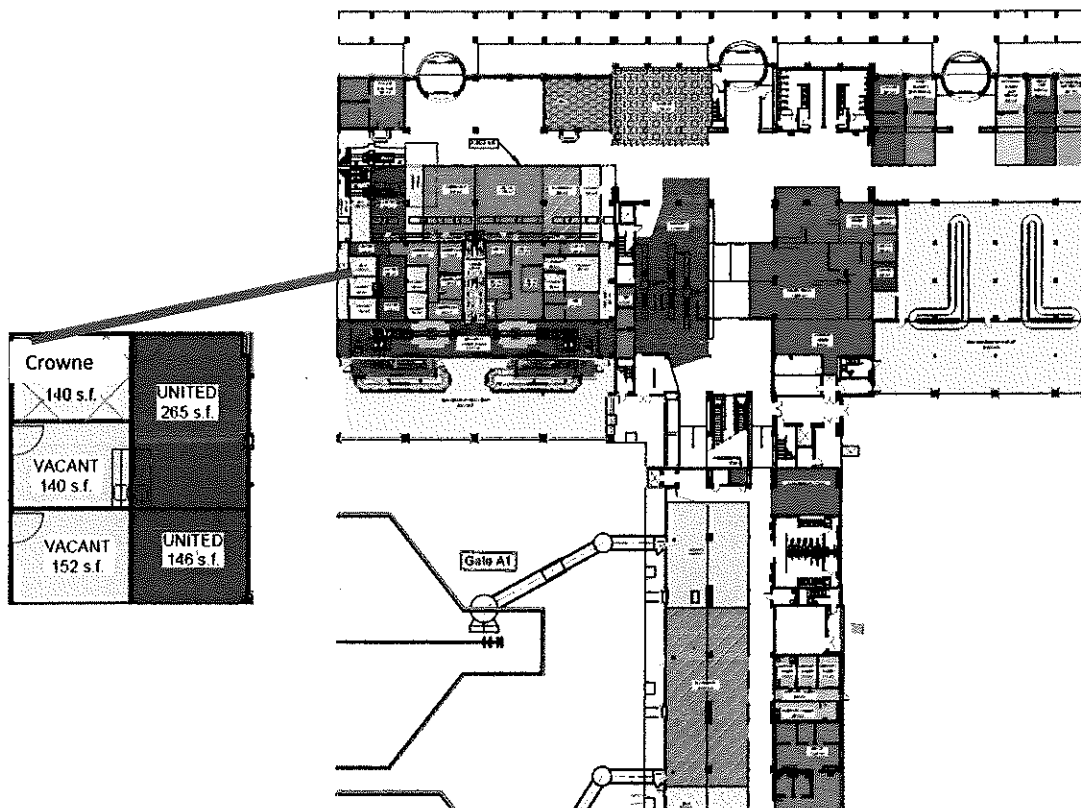
Sworn and subscribed before me this 31st day of October, 2018, AD.




Jesse L. Ellis  
NOTARY

My Commission Expires: August 20, 2022

# Exhibit 1



**A NEW WAY TO SIGN IN** - If you already have a SAM account, use your **SAM email** for login.gov. 

[Log In](#)  
[Login.gov FAQs](#)

ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.


ALERT - Users who previously bookmarked this site will need to update their bookmark on November 5, 2018. Users may continue to navigate directly to sam.gov, only the bookmarked url will be affected.

## Search Results

### Quick Search Results

Your search returned the following results..

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	Crowne Aviation Services, L.L.C.	Status: Active 
DUNS: 833053486	CAGE Code: 5Z7R5	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 07/12/2019	Debt Subject to Offset? Yes	<a href="#">What is this?</a>
Purpose of Registration: All Awards		



Search Records	Disclaimers	FAPIS.gov
Data Access	Accessibility	GSA.gov/IAE
Check Status	Privacy Policy	GSA.gov
About		USA.gov
Help		

IBM v1.P.18.20180820-1228

WWW4

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/14/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER:</b> Acentria Insurance - Brandon Office 308 Elizabeth St Brandon FL 33511		<b>CONTACT NAME:</b> Tracy Dilport <b>PHONE (A/C, No, Ext):</b> 813-689-0480 <b>FAX (A/C, No):</b> 813-324-2428 <b>E-MAIL ADDRESS:</b> coibrandon@acentria.com	
<b>INSURED:</b> Crowne Aviation Services, LLC. 3061 Mount Paran Church Road Monroe GA 30655		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Northfield Ins Co <b>INSURER B:</b> Everest National Ins Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
CROWAVM-04		NAIC#	
		27987	
		10120	

**COVERAGES**      **CERTIFICATE NUMBER:** 2009372625      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD   WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y Y	WS149826	1/18/2018	1/18/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	5300003708-181	1/15/2018	1/15/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**RECEIVED**  
AUG 17 2018  
BY: P. R. C. H.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED WITH REGARDS TO THE GENERAL LIABILITY COVERAGE SHOWN ABOVE FOR ANY WORK PERFORMED BY THE NAMED INSURED AS REQUIRED BY WRITTEN CONTRACT. SUCH COVERAGE IS PROVIDED ON A PRIMARY AND NON-CONTRIBUTORY BASIS AND INCLUDES A WAIVER OF SUBROGATION. 30 DAY NOTICE OF CANCELLATION APPLIES TO GENERAL LIABILITY

<b>CERTIFICATE HOLDER</b>  Okaloosa County 5479 A Old Bethel Road Crestview FL 32536	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: TBD 46-18 Tracking Number: 3110-18  
Procurement/Contractor/Lessee Name: Crouse Aviation Grant Funded: YES \_\_\_ NO X  
Purpose: Contract for sky cap services  
Date/Term: 3 yrs w/ 2 yr renewals 1.  GREATER THAN \$100,000  
Amount: \$775,000 yearly 2.  GREATER THAN \$50,000  
Department: AP 3.  \$50,000 OR LESS  
Dept. Monitor Name: Stage

Purchasing Review

Procurement or Contract/Lease requirements are met:  
White Man Date: 9-4-18  
Purchasing Manager or designee Jeff Hyde, DeRita Mason

2CFR Compliance Review (if required)

Approved as written: no federal funds Date: \_\_\_\_\_  
Grants Coordinator Danielle Garcia

Risk Management Review

Approved as written:  
Krystal King Date: 9-5-18  
Risk Manager or designee Laura Porter or Krystal King

County Attorney Review

Approved as written: see email attached Date: 9-7-18  
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

Clerk Finance

Document has been received:  
\_\_\_\_\_  
Finance Manager or designee Date: \_\_\_\_\_

## DeRita Mason

---

**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Thursday, September 06, 2018 1:34 PM  
**To:** DeRita Mason  
**Cc:** Lynn Hoshihara  
**Subject:** RE: Draft Contract Crowne Aviation  
**Attachments:** crowne aviation draft contract.docx

The Crowne Aviation contract is approved for legal purposes. Please note: take a look at the spacing in the contract is appears to be a little off.

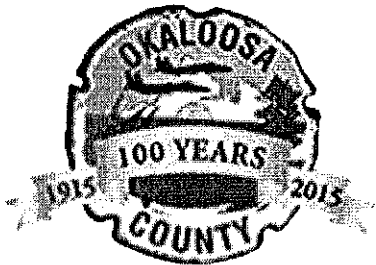
---

**From:** DeRita Mason [mailto:dmason@myokaloosa.com]  
**Sent:** Tuesday, September 04, 2018 2:46 PM  
**To:** Parsons, Kerry  
**Cc:** Lynn Hoshihara  
**Subject:** Draft Contract Crowne Aviation

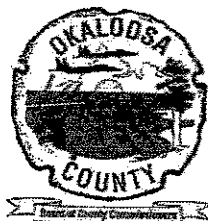
Please review and approve. I have included the contract, ITB response and Exhibit C, for your review.

Thank you,

DeRita



DeRita Mason  
Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
(850) 689-5960  
dmason@myokaloosa.com



# Board of County Commissioners Purchasing Department

State of Florida

Date: August 31, 2018

OKALOOSA COUNTY PURCHASING DEPARTMENT  
NOTICE OF INTENT TO AWARD  
ITB AP 46-18  
Skycap Services at the Destin-Fort Walton Beach Airport

The Destin-Fort Walton Beach Airport would like to thank all businesses which submitted responses to the Skycap Services at the Destin-Fort Walton Beach Airport. (ITB AP 46-18)

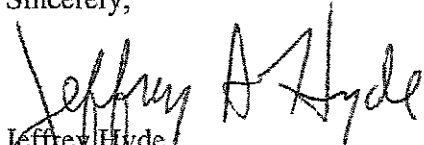
After in-depth examination of all responses in accordance with the County's Purchasing Manual, the County announces its intent to award the contract/purchase order to the following:

**CROWNE AVIATION SERVICES, LLC**  
**3061 MOUNT PARAN CHURCH RD.**  
**MONROE, GA 30655**

This Notice of Intent does NOT constitute the formation of a contract/purchase order between Okaloosa County and the apparent successful bidder/respondent. The County reserves the right to enter into negotiations with the successful bidder/respondent in order to finalize contract terms and conditions. No agreement is entered into between the County and any parties until a contract is approved and fully executed.

Any person/entity desiring to file a procurement protest must meet all the standards and criteria in accordance with Section 30 of the Okaloosa County Purchasing Manual. Failure to file a protest within the time prescribed in Section 30.02 of the Okaloosa County Purchasing Manual, shall constitute a waiver of protest proceedings.

Sincerely,

  
Jeffrey Hyde  
Purchasing Manager

**CONTRACT  
FOR ITB AP 46-18  
WITH CROWNE AVIATION SERVICES, INC.  
FOR SKYCAP SERVICES AT THE DESTIN-FORT WALTON BEACH AIRPORT**

This Agreement is entered into by and between Okaloosa County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, situated at 1250 N. Eglin Parkway, Shalimar, FL (hereinafter the "County"), and Crowne Aviation Services, LLC, a limited liability company, certified to do business in the state of Florida, whose principal address is 3061 Mount Paran Church Rd., Monroe, GA 30655 (hereinafter the "Contractor").

**WITNESSETH**

**WHEREAS**, the Contractor responded to the ITB AP 46-18 to provide Skycap Services at the Destin-Fort Walton Beach Airport; and

**WHEREAS**, the current contract with the vendor, C14-2098-AP, expires on September 30, 2018 and the County and Vendor wish to retroactively date this contract back to October 1, 2018; and

**WHEREAS**, the County has now determined that it is in the best interest of the County to enter into an Agreement with the Contractor.

**NOW, THEREFORE**, the parties hereto agree as follows:

**1. INCORPORATION OF DOCUMENTS**

The following documents are incorporated by reference into this Agreement and are attached hereto:

1. Invitation to Bid & Respondent's Acknowledgement, ITB AP 46-18, Skycap Services at the Destin-Fort Walton Beach Airport for the Airports Department, date of opening July 11, 2018, attached hereto as Exhibit "A" and any addendums thereto.
2. Exhibit "B", Standard Contract Clauses, attached hereto and made a part of the agreement.
3. Exhibit "C", Crowne Aviation Services Training for VPS Skycap Services, attached hereto and made part of the agreement.
4. Exhibit "D", Crowne Aviation Services Monthly Budget Projections, attached hereto and made part of the agreement.

All terms within the above referenced documents are in full force and effect and shall be binding upon both parties.



## **2. SCOPE OF SERVICES**

The Contractor provide Skycap Services for the Destin-Fort Walton Beach Airport. Further detail of this scope is outlined in attached "Exhibit A" and any addendums attached hereto.

## **3. PAYMENT**

The Contractor will be compensated according to Exhibit "A" attached hereto.

## **4. DURATION OF AGREEMENT AND TERMINATION**

The Agreement will begin on October 1, 2018 and run for (3) three years with the option for two (2), one (1) year renewals. Each renewal must be mutually agreed upon in writing by both parties.

The County may terminate this Agreement for cause, if it determines that the Contractor is not satisfactorily performing the requirements under this Agreement, upon thirty (30) days written notice of the deficiency in writing. Such notice shall provide reasonable specificity to the Contractor of the deficiency that requires correction. The Contractor shall have twenty (20) days to cure the deficiency. If the deficiency is not corrected within the time period provided, the County may either (1) terminate the Agreement, or (2) take whatever action is deemed appropriate by the County to correct the deficiency. In the event that the County chooses to take action and not terminate the Agreement, the Contractor shall, upon demand, promptly reimburse the County for any and all costs and expenses incurred by the County in correcting the deficiency.

This Agreement may be terminated without cause by the County upon thirty (30) days written notice to Contractor. The County further reserves the right to unilaterally cancel this Agreement for refusal of the Contractor to permit public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are exempt by law.

If the County terminates the Agreement with or without cause, the County will notify the Contractor of such termination in writing, with instructions to the effective date of termination. The Contractor shall be paid only for work satisfactorily performed up to the point of termination for which costs can be substantiated.

## **5. AUDIT PROVISION**

The County and/or its designee shall have the right from time to time sat its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement.

## 6. INSURANCE PROVISION

### CONTRACTORS INSURANCE

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable, the County shall be shown as an Additional Insured with a Waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies (redacted if necessary) of any insurance policies to document the insurance coverage specified in this Agreement.
7. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

### WORKERS' COMPENSATION INSURANCE

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers'

Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.

2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

### **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

### **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
2. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
3. Commercial General Liability coverage shall include the following:
  - 1.) Premises & Operations Liability
  - 2.) Bodily Injury and Property Damage Liability
  - 3.) Independent Contractors Liability
  - 4.) Contractual Liability
  - 5.) Products and Completed Operations Liability

4. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

### **LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u><b>LIMIT</b></u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1M each accident (A combined single limit)
3. Commercial General Liability	\$1M each occurrence for Bodily Injury & Property Damage \$1M each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1M each occurrence

### **NOTICE OF CLAIMS OR LITIGATION**

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

### **INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

**Note: For Contractor's convenience, this certification form is enclosed and is made a part of the bid package.**

## **CERTIFICATE OF INSURANCE**

1. Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation; ten (10 days' notice if cancellation is for nonpayment of premium).
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer.
7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.
8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR.

## **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

#### **UMBRELLA INSURANCE**

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

#### **7. INDEPENDENT CONTRACTORS**

Contractor enters into this Agreement as, and shall continue to be, an independent contractor. All services shall be performed only by Contractor and Contractor's employees. Under no circumstances shall Contractor or any of Contractor's employees look to the County as his/her employer, or as partner, agent or principal. Neither Contractor, nor any of Contractor's employees, shall be entitled to any benefits accorded to the County's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance as well as licenses and permits usual and necessary for conducting the services to be provided under this Agreement.

#### **8. ASSIGNMENTS**

Contractor shall not assign this Agreement or any part thereof, without the prior consent in writing of the County. If Contractor does, with approval, assign this Agreement or any part thereof, it shall require that its assignee be bound to it and to assume toward Contractor all of the obligations and responsibilities that Contractor has assumed toward the County.

## 9. NOTICES

All notices required by this Agreement shall be in writing to the representatives listed below:

The authorized representative of the County shall be:

Tracy Stage, A.A.E., Airports Director  
1701 State Road 85 N  
Eglin AFB, FL 32542  
Phone: 850-651-7160  
Fax: 850-651-7164  
Email: [tstage@myokaloosa.com](mailto:tstage@myokaloosa.com)

The authorized representative(s) for Crowne Aviation Services, LLC shall be:

Sally A. Leonard, CEO  
3061 Mount Paran Church Rd.  
Monroe, GA 30655  
Phone: 770-241-4660  
Fax: 404-393-8119  
Email: [sleonard@crownesolutions.com](mailto:sleonard@crownesolutions.com)

Courtesy copy to:

Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Phone: 850-689-5960  
Fax: 850-689-5998  
Email: [dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

Any party shall have the right, from time to time, to change the address to which notices shall be sent by giving the other party at least five (5) business days prior notice of the address change.

## 10. PUBLIC RECORDS

Contractor shall adhere to the Public Records law of Florida.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (INSERT TELEPHONE NUMBER, E-MAIL ADDRESS, AND MAILING ADDRESS).**

Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

1. Keep and maintain public records required by the County to perform the service.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the agreement if the contractor does not transfer the records to the County.
4. Upon completion of the agreement, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the public agency upon completion of the agreement, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the agreement, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

#### **11. GOVERNING LAW & VENUE**

This Agreement shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings arising out of this Agreement shall be in the state courts of Okaloosa County, Florida.

#### **12. THIRD PARTY BENEFICIARIES**

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

#### **13. TAXES**

Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges for the performance of services under this Agreement when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of this Agreement.



#### **14. ENTIRE AGREEMENT AND WAIVER**

This Agreement and all Exhibit(s) as incorporated herein contains the entire agreement between the parties and supersedes all prior oral or written agreements. Contractor acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Agreement can only be amended in writing upon mutual agreement of the parties and signed by both parties.

The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of the County to enforce any of the provisions hereof shall not be construed to be a waiver of the right of the County thereafter to enforce such provisions.

#### **15. SEVERABILITY**

If any term or condition of this Agreement shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Agreement shall remain in full force and effect. This Agreement shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions hereof.

#### **16. REPRESENTATION OF AUTHORITY TO CONTRACTOR/SIGNATORY**

The individual signing this Agreement on behalf of Crowne Aviation Services, LLC represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. The Contractor represents and warrants to the County that the execution and delivery of the Agreement and the performance of Contractor's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the Contractor and enforceable in accordance with its terms.

#### **17. COMPLIANCE WITH LAWS**

Contractor shall secure any and all permits, licenses and approvals that may be required in order to perform the Work, shall exercise full and complete authority over Contractor's personnel, shall comply with all workers' compensation, employer's liability and all other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer performing services such as the Work, and shall make all reports and remit all withholdings or other deductions from the compensation paid to Contractor's personnel as may be required by any federal, state, county, or municipal law, ordinance, rule, or regulation.

#### **18. FEDERAL REGULATIONS**

The contractor agrees to comply with all federal, state and local laws, rules and regulations, including but not limited to, those set forth in Exhibit "B", which is expressly incorporated herein as a part of this agreement.

IN WITNESS WHEREFORE, the parties hereto have executed this Agreement as of the day and year written below.

CROWNE AVIATION SERVICES, LLC

Sally A. Leonard  
Signature

SALLY A. LEONARD  
Print Name

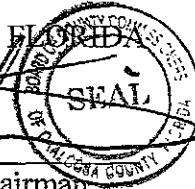
Date: 09/18/2018

OKALOOSA COUNTY, FLORIDA

Graham W. Fountain  
Graham W. Fountain, Chairman

Date: 10/4/18

J.D. Peacock, II  
J.D. Peacock, II



## **Exhibit "B"**

### **Standard Contract Clauses**

#### **Title VI Clauses for Compliance with Nondiscrimination Requirements**

##### **Compliance with Nondiscrimination Requirements**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract

sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

**6. Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

##### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

#### **FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The [*contractor* | *consultant*] has full responsibility to monitor compliance to the referenced statute or regulation. The [*contractor* | *consultant*] must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

## OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

### E-VERIFY

Enrollment and verification requirements.

- (1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall-
  - a. Enroll. Enroll as a Federal Contractor in the E-Verify Program within thirty (30) calendar days of contract award;
  - b. Verify all new employees. Within ninety (90) calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); and,
  - c. Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within ninety (90) calendar days after date of enrollment or within thirty (30) calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
- (2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of
  - a. All new employees.
    - i. Enrolled ninety (90) calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or

- b. Enrolled less than ninety (90) calendar days. Within ninety (90) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section; or
    - ii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
- (3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe, or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements of (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.
- (4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within one hundred eighty (180) calendar days of-
- i. Enrollment in the E-Verify program; or
  - ii. Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contract information provided in the E-Verify program Memorandum of Understanding (MOU)
- (5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.
- i. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor, will be referred to a suspension or debarment official.

ii. During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

iii. Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee-

- (a) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (b) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (c) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12. Policy for a Common Identification Standard for Federal Employees and Contractors.

Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph € (appropriately modified for identification of the parties in each subcontract that-

- (1) Is for-(i) Commercial and noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS contractor, and are normally provided for that COTS item); or
  - (ii) Construction;
- (2) Has a value of more than \$3,500; and
- (3) Includes work performed in the United States.



# EXHIBIT "A"



## INVITATION TO BID (ITB) & RESPONDENT'S ACKNOWLEDGEMENT

**ITB TITLE:**  
Skycap Services at the Destin-Fort Walton Beach  
Airport

**ITB NUMBER:**  
ITB AP 46-18

**NON-MANDATORY PRE-BID TOUR:** June 27, 2018 2:00 P.M. CST  
**LAST DAY FOR QUESTIONS:** July 3, 2018 3:00 P.M. CST  
**ITB OPENING DATE & TIME:** July 11, 2018 2:30 P.M. CST

**NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE & TIME WILL NOT BE CONSIDERED.**

Okaloosa County, Florida solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this ITB are incorporated into your response. A bid will not be accepted unless all conditions have been met. All bids must have an authorized signature in the space provided below. All bids must be sealed and received by the Okaloosa County Clerk of Court by the "ITB Opening Date & Time" referenced above. The official clock for the purpose of receiving bids is located in the Clerk of Court, Brackin Building Conference & Training Room, #305 located at 302 N. Wilson St, Crestview, FL 32536. All envelopes containing sealed bids must reference the "ITB Title", "ITB Number" and the "ITB Opening Date & Time". Okaloosa County is not responsible for lost or late delivery of bids by the U.S. Postal Service or other delivery services used by the respondent. Neither faxed nor electronically submitted bids will be accepted. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

**RESPONDENT ACKNOWLEDGEMENT FORM BELOW MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDENT.**

COMPANY NAME CROWNE AVIATION SERVICES LLC  
MAILING ADDRESS 3061 MOUNT PARAD CHURCH RD  
CITY, STATE, ZIP MONROE, LA 70655  
FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): 26-3753625  
TELEPHONE NUMBER: 770-241-4660 EXT: \_\_\_\_\_ FAX: 404-393-8119  
EMAIL: sleonard@crownesolutions.com

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDENT SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE RESPONDENT.

AUTHORIZED SIGNATURE: Sally A. Leonard TYPED OR PRINTED NAME SALLY A. LEONARD  
TITLE: CEO DATE JULY 6, 2018

## NOTICE TO RESPONDENTS ITB AP 46-18

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed bids until **2:30 p.m. (CST) July 11<sup>th</sup>, 2018**, for the **Skycap Services at the Destin-Fort Walton Beach Airport**, at which time and place all bids will be publicly opened and read aloud

Interested respondents desiring consideration shall provide one (1) original and two (2) copies (total of 3) of their Invitation to Bid (ITB) response with the respondent's areas of expertise identified. Submissions shall be portrait orientation, unbound, and 8 1/2" x 11" where practical.

A **non-mandatory pre-bid tour** will be held at **2:00 p.m.** on **June 27<sup>th</sup>, 2018** at the Destin-Fort Walton Beach Airport, Airport Administration Conference Room (2nd Floor), 1701 State Road 85 North, Eglin AFB, FL 32542, Phone (850) 651-7160 ext. 4.

**All originals must have original signatures in blue ink.** Bid documents are available for download by accessing the Okaloosa County website at <http://www.co.okaloosa.fl.us/purchasing/home> then accessing the link "View Current Solicitations" or by accessing the Florida Purchasing Group website at <http://www.floridabidsystem.com/Bids/ViewOpenSolicitations.asp>

At **2:30 p.m. (CST), July 11<sup>th</sup>, 2018**, all bids will be opened and read aloud. All bids must be in sealed envelopes reflecting on the outside thereof the Respondent's name and "**Skycap Services at the Destin-Fort Walton Beach Airport**". The County will consider all bids properly submitted at its scheduled bid opening in the **Conference & Training Room #305 – (old First National Bank Bldg.)** located at 302 N. Wilson St, Crestview, FL 32536. Bids may be submitted prior to bid opening by being delivered in person or by mail to the Clerk of Circuit Court, 302 N. Wilson St., #203, Crestview, FL 32536.

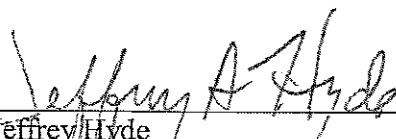
**NOTE: Crestview, FL is not a next day guaranteed delivery location by most delivery services. Respondents using mail or delivery services assume all risks of late or non-delivery.**

The County reserves the right to award the bid to the lowest responsive respondent and to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting Agreement that is in its best interest and its decision shall be final.

Any Respondent failing to mark outside of the envelope as set forth herein may not be entitled to have their bid considered.

All bids should be addressed as follows:

**Skycap Services at the Destin-Fort Walton Beach Airport**  
Clerk of Circuit Court  
Attn: BCC Records  
Newman C. Brackin Bldg.  
302 N. Wilson St. #203  
Crestview FL 32536

  
\_\_\_\_\_  
Jeffrey Hyde  
Purchasing Manager

5/29/2018  
Date

OKALOOSA COUNTY  
BOARD OF COUNTY COMMISSIONERS

Graham W. Fountain  
Chairman

# SPECIFICATIONS

**BID #: ITB AP 46-18**

**BID ITEM: Skycap Services at the Destin-Fort Walton Beach Airport**

## SCOPE OF WORK

- a. **Baggage Services** – Greet passengers at the terminal curb and provide assistance with their baggage if needed and load luggage onto cart and transport from the curb to the appropriate airlines ticket counter for processing. No curbside “check-in” services are provided however, this could become a requested added service in the future.
- b. **Wheel Chair Services** – Provide staffing in advance of departing flight schedule and for all arriving flights 7/365. When notified by passengers or airlines, assist passengers who require transport to and from the curb to their airline ticket counter or gate. Those submitting bids are encouraged to explore methods to leverage the personnel to be able to provide the most “wheel chair” and escort services while minimizing the impact on Baggage Services.
- c. **Security/Escort Services** – Provide staffing for control of the passenger exit lane. Provide staffing in the baggage handling system room and exterior carousel to facilitate baggage processing. Escort services will be required to non-badged individuals in the secured areas of the terminal at times directed by the Airport.
- d. **Passenger Ambassador Services** – Provide staffing for front line customer service to passengers and assure passengers are prepared in pre-TSA Checkpoints and assist will passenger movement post-TSA Checkpoints. Ambassadors will be required to assist in collection of baggage carts and during times of flight delays and emergency operations.
- e. **Curbside Associate** - Provide curbside assistance on the front curb by loading and unloading of passengers’ bags, placing onto cart(s) and transporting bags to the respective airline counter in the ticketing lobby

### Services Required for Skycap Contractor at Destin-Fort Walton Beach Airport

1. Must have a minimum of 5 years airport related experience.
2. Skycaps shall wear a clean uniform, of a color and style approved by the Airports Director. Uniforms and employees shall be neat in appearance at all times. Personnel shall wear visible Airport identification and name tag on the skycap uniform that clearly shows the company logo and the name of the employee.
3. All Skycap personnel must practice good hygiene and present a positive image for the Airport.
4. Skycaps are not permitted to have visible body piercings and tattoos must be covered up with clothing or uniform approved by the Airport.
5. Skycap personnel will provide baggage handling and wheel chair service for passengers, collect Airport provided and Skycap provided baggage carts to include an hourly sweep of all parking lots,

6. Skycap will provide passenger ambassadors for customer support, TSA Checkpoint assistance or as directed by the Airport, two (2) hours prior to all aircraft departures.
7. Skycaps will furnish the necessary amount of baggage carts or other equipment required by the Airport to transport baggage to include luggage carts, wheel chairs and hand-held communication radios for each Skycap employee. The Airport will provide reasonable space for the storage of Skycap's luggage carts and other equipment. Skycap will store carts in the space provided when baggage carts or equipment are not in use.
8. Skycap contractor will have sufficient personnel on duty two (2) hours prior to all aircraft departures and thirty (30) minutes following all arrivals, seven (7) days a week, 365 days per year.
9. Skycaps will politely meet and greet the traveling public and carry or otherwise transport baggage to and from the outside curbside, ticket counter area, and baggage claim area of the terminal building.
10. Skycaps are prohibited at all times from suggesting or soliciting to the traveler a fee for services rendered. Only Skycaps providing outside curbside assistance and baggage handling may accept voluntary gratuities offered by the traveling public for services rendered without any such solicitation. Personnel providing wheel chair service are prohibited from accepting tips or gratuities.
11. Skycap personnel should be physically able to perform lifting up to fifty (50) pounds, pushing, carrying, pulling, stooping, etc., in the process of handling baggage, wheel chairs, and carts and successfully pass all airline provided training.
12. Skycap contractor is responsible and required to obtain any and all airline required specific training in the operation of wheel chair assistance.
13. Skycap contractor signage will be clearly visible identifying the service and will be subject to the approval of the Airports Director.
14. The Airport will not provide equipment for airline curbside check-in or passenger boarding, but such equipment may be offered by the airlines and such services to be provided by Skycap contractor.
15. Skycap contractor will provide a minimum of one (1) person positioned in the baggage handling system room and exterior baggage carousels to assist in the processing of baggage and to free any baggage jam prior to the EDS machines and following belt system and baggage carousels. This requirement shall be staffed continuously for two (2) hours prior to the first departing flight until thirty (30) minutes prior to the last departure of each day, seven (7) days a week, 365 days a year.
16. Skycap contractor will provide one (1) person positioned at the airport exit lane to assure no person breaches security by entering the sterile area of the terminal. This position will be staffed continuously from the time the airport opens each morning until the last aircraft arrives and the last passenger has exited the terminal, seven (7) days a week, 365 days a year. Airport security training will be provided.
17. Skycap contractor will provide escort services at the direction of Airport staff, as needed for non-badged individuals to areas in the terminal that require security badging.
18. The use of personal cell phones will be restricted except during break or meal times, to the maximum extent possible.

## **TERM**

The initial contract term is anticipated to be three (3) years, with the option for two (2), one (1)-year renewals. Each renewal must be mutually agreed upon in writing by both parties.

## **GENERAL SERVICES INSURANCE REQUIREMENTS**

REVISED: 02/8/2018

## **BONDING REQUIREMENTS**

None

## **CONTRACTORS INSURANCE**

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable, the County shall be shown as an Additional Insured with a Waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies of any insurance policies to document the insurance coverage specified in this Agreement.
7. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

## **WORKERS' COMPENSATION INSURANCE**

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case

any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.

2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

#### **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

#### **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
2. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
3. Commercial General Liability coverage shall include the following:
  - 1.) Premises & Operations Liability
  - 2.) Bodily Injury and Property Damage Liability
  - 3.) Independent Contractors Liability
  - 4.) Contractual Liability
  - 5.) Products and Completed Operations Liability
4. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

#### **LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1M each occurrence (A combined single limit)
3. Commercial General Liability	\$1M each occurrence for Bodily Injury & Property Damage \$1M each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1M each occurrence

#### **NOTICE OF CLAIMS OR LITIGATION**

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

#### **INDEMNIFICATION & HOLD HARMLESS**

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

**Note: For Contractor's convenience, this certification form is enclosed and is made a part of the bid package.**

#### **CERTIFICATE OF INSURANCE**

1. Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation; ten (10 days' notice if cancellation is for nonpayment of premium).
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing

by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.

4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject any deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).
7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.
8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

#### **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.



## UMBRELLA INSURANCE

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

## GENERAL BID CONDITIONS

### 1. PRE-BID ACTIVITY -

Except as provided in this section, respondents are prohibited from contacting or lobbying the County, County Administrator, Commissioners, County staff, and Review Committee members, or any other person authorized on behalf of the County related or involved with the solicitation. All inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue must be directed in writing, by US mail or email to:

Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Email: [dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)  
(850) 689-5960

All questions or inquiries must be received no later than the last day for questions (reference ITB & Respondent's Acknowledgement form). Any addenda or other modification to the bid documents will be issued by the County five (5) days prior to the date and time of bid closing, as written addenda, and will be posted to and the Okaloosa County website at <http://www.co.okaloosa.fl.us/purchasing/current-solicitations> and the Bidnet website at <https://www.bidnetdirect.com/florida>.

Such written addenda or modification shall be part of the bid documents and shall be binding upon each respondent. Each respondent is required to acknowledge receipt of any and all addenda in writing and submit with their bid. No respondent may rely upon any verbal modification or interpretation.

2. **PREPARATION OF BID** – The bid form is included with the bid documents. Additional copies may be obtained from the County. The respondent shall submit bids in accordance with the public notice.

All blanks in the bid documents shall be completed by printing in ink or by typewriter in both words and numbers with the amounts extended, totaled and the bid signed. A bid price shall be indicated for each section, bid item, alternative, adjustment unit price item, and unit price item listed therein, or the words "No Bid", "No Change", or "Not Applicable" entered. No changes shall be made to the phraseology of the form or in the items mentioned therein. In case of any discrepancy between the written amount and the numerical figures, the written amount shall govern. Any bid which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of public notice inviting bids may be rejected.

A bid submitted by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature). The official address of the partnership shall be shown below the signature.

A bid submitted by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.

A bid submitted by an individual shall show the respondent's name and official address.

A bid submitted by a joint venture shall be executed by each joint venture in the manner indicated on the bid form. The official address of the joint venture must be shown below the signature. It is preferred that all signatures be in blue ink with the names type or printed below the signature. Okaloosa County does not accept electronic signatures.

The bid shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the form. The address and telephone # for communications regarding the bid shall be shown.

If the respondent is an out-of-state corporation, the bid shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of Florida. A state contractor license # for the State of Florida shall also be included on the bid form. Respondent shall be licensed in accordance with the requirements of Chapter 489, Florida Statutes.

3. **INTEGRITY OF BID DOCUMENTS** - Respondents shall use the original Bid documents provided by the Purchasing Department and enter information only in the spaces where a response is requested. Respondents may use an attachment as an addendum to the Bid documents if sufficient space is not available. Any modifications or alterations to the original bid documents by the respondent, whether intentional or otherwise, will constitute grounds for rejection of a bid. Any such modification or alteration that a respondent wish to propose must be clearly stated in the respondent's response in the form of an addendum to the original bid documents.
4. **SUBMITTAL OF BID** - A bid shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to bid and shall be enclosed in an opaque sealed envelope plainly marked with the project title (and, if applicable, the designated portion of the project for which the bid is submitted), the name and address of the respondent, and shall be accompanied by the bid security and other required documents. It is the respondent's responsibility to assure that its bid is delivered at the proper time and place. Offers by telegram, facsimile, or telephone will **NOT** be accepted.

**Note: Crestview is not a next day delivery site for overnight carriers.**

5. **MODIFICATION & WITHDRAWAL OF BID** - A bid may be modified or withdrawn by an appropriate document duly executed in the manner that a bid must be executed and delivered to the place where bids are to be submitted prior to the date and time for the opening of bids.

If within 24 hours after bids are opened any respondent files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material substantial mistake in the preparation of its bid, that respondent may withdraw its bid, and the bid security may be returned. Thereafter, if the work is rebid, that respondent will be disqualified from 1) further bidding on the work, and 2) doing any work on the contract, either as a subcontractor or in any other capacity.

6. **BIDS TO REMAIN SUBJECT TO ACCEPTANCE** – All bids will remain subject to acceptance or rejection for sixty (60) calendar days after the day of the bid opening, but the County may, in its sole discretion, release any bid and return the bid security prior to the end of this period.
7. **IDENTICAL TIE BIDS** - - In cases of identical procurement responses, the award shall be determined either by lot or on the basis of factors deemed to serve the best interest of the County. In the case of the latter, there must be adequate documentation to support such a decision.
8. **CONDITIONAL & INCOMPLETE BIDS** - Okaloosa County specifically reserves the right to reject any conditional bid and bids which make it impossible to determine the true amount of the bid.
9. **PRICING** – The bid price shall include all equipment, labor, materials, freight, taxes etc. Okaloosa County reserves the right to select that bid most responsive to our needs.
10. **ADDITION/DELETION OF ITEM** – The County reserves the right to add or delete any item from this bid or resulting contract when deemed to be in the County's best interest.
11. **SPECIFICATION EXCEPTIONS** – Specifications are based on the most current literature available. Respondent shall clearly list any change in the manufacturer's specifications which conflict with the bid specifications. Respondent must also explain any deviation from the bid specification in writing, as a foot note on the applicable bid page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their bid. Failure of the respondent to comply with these provisions will result in respondents being held responsible for all costs required to bring the equipment in compliance with bid specifications.
12. **APPLICABLE LAWS & REGULATIONS** – All applicable Federal and State laws, County and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the project shall apply to the bid throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.
13. **DISQUALIFICATION OF RESPONDENTS** - Any of the following reasons may be considered as sufficient for the disqualification of a respondent and the rejection of its bid:
  - a. Submission of more than one proposal for the same work from an individual, firm or corporation under the same or different name.
  - b. Evidence that the respondent has a financial interest in the firm of another respondent for the same work.
  - c. Evidence of collusion among respondents. Participants in such collusion will receive no recognition as respondents for any future work of the County until such participant has been reinstated as a qualified respondent.
  - d. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
  - e. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
  - f. Default under previous contract.

- g. Listing of the respondent by any Local, State or Federal Government on its barred/suspended vendor list.

#### **14. AWARD OF BID**

- A. **Okaloosa County Review** - Okaloosa County designated Staff will review all bids and will participate in the Recommendation to Award.
- B. The County will award the bid to the responsive and responsible vendor(s) with the lowest responsive bid(s), and the County reserves the right to award the bid to the respondent submitting a responsive bid with a resulting negotiated agreement which is most advantageous and in the best interest of the County, and to reject any and all bids or to waive any irregularity or technicality in bids received. Okaloosa County shall be the sole judge of the bid and the resulting negotiated agreement that is in its best interest and its decision shall be final.
- C. Okaloosa County reserves the right to waive any informalities or reject any and all bids, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this bid and to accept the bid that in its judgment will best serve the interest of the County.
- D. Okaloosa County specifically reserves the right to reject any conditional bids and will normally reject those which made it impossible to determine the true amount of the bid. Each item must be bid separately and no attempt is to be made to tie any item or items to any other item or items.

**15. PAYMENTS** – The respondent shall be paid upon submission of invoices and approval of acceptance by Okaloosa County Board of County Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview FL 32536, for the prices stipulated herein for articles delivered and accepted. Invoices must show Contract #.

**16. DISCRIMINATION** - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

**17. PUBLIC ENTITY CRIME INFORMATION** - Pursuant to Florida Statute 287.133, a respondent may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

**18. CONFLICT OF INTEREST** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their bids the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies. Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

**Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.**

- 19. REORGANIZATION OR BANKRUPTCY PROCEEDINGS** – Bids will not be considered from respondents who are currently involved in official financial reorganization or bankruptcy proceedings.
- 20. INVESTIGATION OF RESPONDENT** – The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish to the Owner any additional information and financial data for this purpose as the County may request.
- 21. CONE OF SILENCE CLAUSE** - The Okaloosa County Board of County Commissioners has established a solicitation silence policy (**Cone of Silence Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences from the date of advertisement until award of contract.

All communications shall be directed to the Purchasing Department -see attached form.

**Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.**

- 22. REVIEW OF PROCUREMENT DOCUMENTS** - Per Florida Statute 119.071 (2) 2 sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public disclosure until such time as the County provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.
- 23. COMPLIANCE WITH FLORIDA STATUTE 119.0701** - The Respondent shall comply with all the provisions of section 119.0701, Florida Statutes relating to the public records which requires, among other things, that the Respondent: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon termination of the contract.
- 24. PROTECTION OF RESIDENT WORKERS** – The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The respondent shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.

Respondents doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security's website and use the E-Verify Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.

- 25. SUSPENSION OR TERMINATION FOR CONVENIENCE** - The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the Contract price and Contract time may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.
- 26. FAILURE OF PERFORMANCE/DELIVERY** - In case of default by the respondent, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default shall result in cancellation of the award and removal of the respondent from the bid list for duration of one (1) year, at the option of the County.
- 27. AUDIT** - If requested, respondent shall permit the County or an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under this bid from the date of the award through three (3) years after the expiration of contract.
- 28. EQUAL EMPLOYMENT OPPORTUNITY; NON DISCRIMINATION** - Respondent will not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.
- 29. NON-COLLUSION** - Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents. See Florida Statute 838.22.
- 30. UNAUTHORIZED ALIENS/PATRIOT'S ACT** - The knowing employment by respondent or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a default of the contract. In the event that the respondent is notified or becomes aware of such default, the respondent shall take steps as are necessary to terminate said employment with 24 hours of notification or actual knowledge that an alien is being employed. Respondent's failure to take such steps as are necessary to terminate the employment of any said alien within 24 hours of notification or actual knowledge that an alien is being employed shall be grounds for immediate termination of the contract. Respondent shall take all commercially reasonable precautions to ensure that it and its subcontractors do not employ persons who are not authorized to work by the immigration laws.
- 31. Title VI Solicitation Notice** - The Okaloosa County Board of County Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**32. The following documents shall be submitted with the bid packet:**

- A. Drug-Free Workplace Certification Form
- B. Conflict of Interest
- C. Federal E-Verify
- D. Code of Silence Form
- E. Recycled Content Form
- F. Indemnification and Hold Harmless
- G. Prohibition to Lobbying
- H. Company Data
- I. System of Awards Management
- J. Addendum Acknowledgement
- K. Bid Sheet
- L. Anti-Collusion Statement
- M. General Grant Funding Special Conditions "Exhibit B"


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## DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED RESPONDENT CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: July 6, 2018 SIGNATURE:   
COMPANY: Crowne Auction Services LLC NAME: SALLY A. LEONARD  
(Typed or Printed)  
ADDRESS: 3061 MOUNT PEARL CHURCH RD TITLE: CEO  
MONROE, GA 30655 E-MAIL: Sleonard@crownesolutions.com  
PHONE NO.: 770-241-4660



## CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all respondents, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES \_\_\_\_\_

NO   X  

NAME(S)

POSITION(S)

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FIRM NAME: CROWNE AVIATION SERVICES LLC  
BY (PRINTED): SALLY A. LEONARD  
BY (SIGNATURE): *Sally A. Leonard*  
TITLE: CEO  
ADDRESS: 3061 MOUNT PARAD CHURCH RD  
MONROE, GA 30655  
PHONE NO. 770.241-4660  
E-MAIL sleonard@crownesolutions.com  
DATE July 6, 2018

## FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Respondent hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the COUNTY upon request.

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As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: July 6, 2018

SIGNATURE: Sally A. Leonard

COMPANY: CROWNE AVIATION  
SERVICES LLC

NAME: SALLY A LEONARD

ADDRESS: 3061 MOUNT PARAN  
CHURCH RD  
MONROE, GA 30655

TITLE: CEO

E-MAIL: Sleonard@crownesolutions.com

PHONE NO.: 770-241-4660

## CONE OF SILENCE CLAUSE

The Board of County Commissioners have established a solicitation silence policy (**Cone of Silence Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications, Invitation to Quote, Invitation to Negotiate) issued by the Board through the County Purchasing Department.

The period commences upon receipt of the procurement proposal, by the County, and terminates upon Board approval to award a contract or reject all bids/responses.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents and members of the Board of County Commissioners, the County Administrator, county employees or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Director or an appointed representative. It shall be the Purchasing Director decision whether to consider this information in the decision process.

**Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.**

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I Sally A. Lemaire representing Crowde Aviation Services LLC  
Signature Company Name

On this 6<sup>th</sup> day of July 2018 hereby agree to abide by the County's "Cone of Silence Clause" and understand violation of this policy shall result in disqualification of my proposal/submittal.

## RECYCLED CONTENT FORM

### RECYCLED CONTENT INFORMATION

N/A - ONLY PERSONAL SERVICE

1. Is the material in the above: Virgin \_\_\_\_\_ or Recycled \_\_\_\_\_ (Check the applicable blank). If recycled, what percentage \_\_\_\_\_%.

Product Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is your product packaged and/or shipped in material containing recycled content?

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is your product recyclable after it has reached its intended end use?

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above is not applicable if there is only a personal service involved with no product involvement.

Name of Respondent: SALLY A. LEONARD

E-Mail: Sleonard@crownesolutions.com

## INDEMNIFICATION AND HOLD HARMLESS

Respondent shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Respondent and other persons employed or utilized by the Respondent in the performance of this Agreement.

CROWNE AVIATION SERVICES LLC  
Respondent's Company Name

Sally A. Leonard  
Authorized Signature - Manual

3061 MOUNT PARAN CHURCH RD  
Physical Address MONROE, LA 70655

SALLY A. LEONARD  
Authorized Signature - Typed

(SAME)  
Mailing Address

CEO  
Title

770-241-4660  
Phone Number

404-393-8119  
FAX Number

(SAME)  
Cellular Number

678-429-3354  
After-Hours Number(s)

JULY 6, 2018  
Date

sleonard@crownesolutions.com  
Email Address

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**

APPENDIX A, 49 CFR PART 20—CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, CROWNE AVIATION SERVICES, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Sally A. Leonard Signature of Contractor's Authorized Official

SALLY A LEONARD Name and Title of Contractor's Authorized Official

July 6, 2018 Date

## COMPANY DATA

Respondent's Company Name:

CROWNE AVIATION SERVICES LLC

Physical Address & Phone #:

3061 MOUNT PARIAN CHURCH RD

MONROE, GA 30655

Contact Person (Typed-Printed):

SALLY LEONARD

Phone #:

770-241-4660

Cell #:

770-241-4660

Federal ID or SS #:

26-3753625

DUNNS #:

833053486

Respondent's License #:

N/A

Fax #:

404-393-8119

Emergency #'s After Hours,  
Weekends & Holidays:

678-429-3354

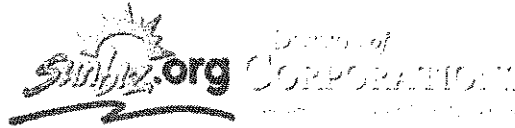
Email Address:

sleonard@crownesolutions.com

Florida Department of State

EVIDENCE OF AUTHORITY AND QUALIFICATION  
 TO DO BUSINESS AS AN OUT-OF-  
 STATE CORPORATION IN FLORIDA

DIVISION OF CORPORATIONS



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

### Detail by Entity Name

Foreign Limited Liability Company  
 CROWNE AVIATION SERVICES LLC

#### Filing Information

Document Number M11000003497  
 FEVEIN Number 26-3753625  
 Date Filed 07/11/2011  
 State GA  
 Status ACTIVE

#### Principal Address

3061 Mount Paran Church Road  
 Monroe, GA 30655

Changed: 03/29/2018

#### Mailing Address

3061 Mount Paran Church Road  
 Monroe, GA 30655

Changed: 03/29/2018

#### Registered Agent Name & Address

C T CORPORATION SYSTEM  
 1200 SOUTH PINE ISLAND ROAD  
 PLANTATION, FL 33324

#### Authorized Person(s) Detail

##### Name & Address

Title MMGR, Managing Member

LEONARD, SALLY  
 3061 Mount Paran Church Road  
 Monroe, GA 30655

#### Annual Reports

Report Year	Filed Date
2016	03/15/2016
2017	03/29/2017
2018	03/29/2018



**Document Images**

<a href="#">03/29/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/29/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/15/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/31/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/19/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/13/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/20/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">07/11/2011 -- Foreign Limited</a>	<a href="#">View image in PDF format</a>

Florida Department of State, Division of Corporations

# Crowne Aviation Services, LLC

July 6, 2018

RE: ITB AP 46-18

A Florida state contractor license is not applicable for our Company or the services designated in ITB AP 46-18.

3061 Mount Paran Church Road  
Monroe, GA 30655  
Telephone 770-241-4660  
Fax 404-393-8119

## SYSTEM FOR AWARD MANAGEMENT (OCT 2016)

(a) Definitions. As used in this provision.

“Electronic Funds Transfer (EFT) indicator” means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see subpart 32.11) for the same entity.

“Registered in the System for Award Management (SAM) database” means that.

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see subpart 4.14) into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

“Unique entity identifier” means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity Identifier” followed by the unique entity identifier that identifies the Offeror’s name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM database.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

- (1) Company legal business name.
- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company Physical Street Address, City, State, and Zip Code.
- (4) Company Mailing Address, City, State and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).
- (10) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov>.

Offerors SAM information:

Entity Name: CROWNE AVIATION SERVICES LLC

Entity Address: 3061 MT. PEARL CHURCH RD, MONROE LA 70655

Duns Number: 833053486

CAGE Code: 527R5

## ADDENDUM ACKNOWLEDGEMENT

ITB AP 46-18

Acknowledgment is hereby made of the following addenda (identified by number) received since issuance of solicitation:

ADDENDUM NO.

DATE

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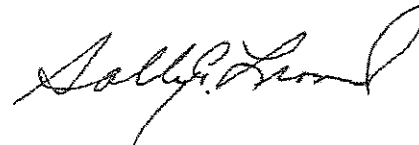
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NOTE: Prior to submitting the response to this solicitation, it is the responsibility of the respondent to confirm if any addenda have been issued. If such addenda have been issued, acknowledge receipt by noting number(s) and date(s) above.

ALTHOUGH THE PARTICIPANTS AT THE NON-MANDATORY  
PRE-BID TOUR ON JUNE 27<sup>th</sup>, 2018 THAT AN ADDENDUM  
REGARDING A PERFORMANCE BOND WOULD BE ISSUED,  
WE HAVE BEEN UNABLE TO LOCATE ANY ADDENDUM  
AS OF JULY 7, 2018 USING THE "BIDNET DIRECT" WEBSITE.



BID SHEET - PAGE 1 of 2

Bid #: ITB AP 46-18

BID ITEM: Skycap Services at the Destin-Fort Walton Beach Airport

\*Required Positions:

STANDARD RATES

- Wheel Chair Associate	Per Hour Cost \$ <u>14.98</u>	FOURTEEN DOLLARS AND NINETY-EIGHT CENTS
- Security Associate	Per Hour Cost \$ <u>17.03</u>	SEVENTEEN DOLLARS AND THREE CENTS
- Baggage Handling Associate	Per Hour Cost \$ <u>15.64</u>	FIFTEEN DOLLARS AND SIXTY-FOUR CENTS
- Curb Side Associate	Per Hour Cost \$ <u>12.42</u>	TWELVE DOLLARS AND FORTY-TWO CENTS
- Passenger Ambassador	Per Hour Cost \$ <u>17.03</u>	SEVENTEEN DOLLARS AND THREE CENTS
1. Estimated number of employees	<u>31</u>	THIRTY-ONE
2. Estimated monthly cost of operation	<u>\$ 74,300</u>	SEVENTY FOUR THOUSAND THREE HUNDRED DOLLARS
3. Total cost per hour	<u>\$ 15.45</u>	FIFTEEN DOLLARS AND FORTY-FIVE CENTS

\*Must have a minimum of 5 years airport related experience. Please provide references with bid submittal.

[This part of the page left blank intentionally]

BID SHEET - PAGE 2 of 2

Bid #: ITB AP 46-18

BID ITEM: Skycap Services at the Destin-Fort Walton Beach Airport

\* HOLIDAY RATES

\*Required Positions:

- Wheel Chair Associate	Per Hour Cost \$ <u>22.47</u> TWENTY TWO DOLLARS AND FORTY SEVEN CENTS
- Security Associate	Per Hour Cost \$ <u>25.55</u> TWENTY FIVE DOLLARS AND FIFTY FIVE CENTS
- Baggage Handling Associate	Per Hour Cost \$ <u>23.46</u> TWENTY THREE DOLLARS AND FORTY SIX CENTS
- Curb Side Associate	Per Hour Cost \$ <u>18.63</u> EIGHTEEN DOLLARS AND SIXTY THREE CENTS
- Passenger Ambassador	Per Hour Cost \$ <u>25.55</u> TWENTY FIVE DOLLARS AND FIFTY FIVE CENTS

\* HOLIDAY RATES WILL APPLY TO NEW YEARS DAY, MEMORIAL DAY, FOURTH OF JULY, LABOR DAY, THANKSGIVING DAY AND CHRISTMAS DAY

1. Estimated number of employees \_\_\_\_\_
2. Estimated monthly cost of operation \_\_\_\_\_
3. Total cost per hour \_\_\_\_\_

\*Must have a minimum of 5 years airport related experience. Please provide references with bid submittal.

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**ANTI-COLLUSION STATEMENT:** The below signed bidder has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to bid whatever. Note: No premiums, rebates, or gratuities permitted either with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from bid list(s).

CROWNE AVIATION SERVICES, LLC  
Bidder's Company Name

3061 MT. PARAN CHURCH RD.  
Address

MONROE, GA 30655  
Address

770-241-4660  
Phone #

26-3753625  
Federal ID # or SS #

  
Authorized Signature - Manual

SALLY A. LEONARD  
Authorized Signature - Typed

CEO  
Title

404-393-8119  
Fax #

Date Submitted: July 6, 2018



**EXHIBIT "B"**  
**GENERAL GRANT FUNDING SPECIAL PROPOSAL CONDITIONS**

Either this solicitation is fully or partially Grant funded. Respondents shall comply with the clauses as enumerated below.

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub l 100-690, Title V, Subtitle D) All contractors entering into Federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
2. **Contractor Compliance:** The contractor shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.
3. **Conflict of Interest:** The contractor must disclose in writing any potential conflict of interest to the County or pass-through entity in accordance with applicable Federal policy.
4. **Mandatory Disclosures:** The contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
5. **Utilization of Minority and Women Firms (M/WBE):** The contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2CFR 200.321. If subcontracts are to be let, prime contractor will require compliance by all sub-contractors. Prior to contract award, the contractor shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:  
  
Florida Department of Management Services (Office of Supplier Diversity)  
Florida Department of Transportation  
Minority Business Development Center in most large cities and  
Local Government M/DBE programs in many large counties and cities
6. **Equal Employment Opportunity:** (As per Executive Order 11246) The contractor may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.
7. **Davis-Bacon Act:** If applicable to this contract, the contractor agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the County will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination.

8. **Copeland Anti Kick Back Act:** If applicable to this contract, contractors shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated by reference to this contract. Contractors are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.
9. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708): Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. **Clean Air Act (42 U.S.C. 7401-7671q.)** and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387): as amended—The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
11. **Debarment and Suspension** (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The contractor shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.
12. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352): Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall certify compliance.
13. **Rights to Inventions Made Under a Contract or Agreement:** If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part

401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

14. **Procurement of Recovered Materials:** Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

15. **Access to Records and Reports:**

Contractor will make available to the County's granting agency, the granting agency's Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, Okaloosa County, Okaloosa County Clerk of Court's Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the contractor that are pertinent to the County's grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the contractor's personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.

16. **Record Retention:**

Contractor will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.

17. **Federal Changes:** Contractor shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.

18. **Termination for Default (Breach or Cause):**

Contracts in excess of \$10,000 – If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the County may terminate the contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

19. **Safeguarding Personal Identifiable Information**

Contractor will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.

20. **Prohibition on utilization of cost plus a percentage of cost contracts:** The County will not award contracts containing Federal funding on a cost plus percentage of cost basis.
21. **Prohibition on utilization of time and material type contracts:** The County will not award contracts based on a time and material basis if the contract contains Federal funding.
22. **Disputes:** Any dispute arising under this Agreement which is not settled by Agreement of the parties may be settled by mediation, arbitration, or other appropriate legal proceedings. Pending any decision, appeal or judgment in such proceedings or the settlement of any dispute arising under this Agreement, shall proceed diligently with the performance of this Agreement in accordance with the decision of the County. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Okaloosa County.
23. **Energy Policy and Conservation Act (43 U.S.C. §6201)**  
All contracts except micro-purchases (\$3000 or less, except for construction contracts over \$2000). Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

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As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: July 6, 2018

SIGNATURE: Sally A. Leonard

COMPANY: CROWNE AVIATION SERVICES  
LLC

NAME: SALLY A. LEONARD

ADDRESS: 3061 MOUNT PARAN CHURCH RD  
MONROE, LA 70655

TITLE: CEO

E-MAIL: sleonard@crownesolutions.com

PHONE NO.: 770-241-4660

# Crowne Aviation Services, LLC

RE: ITB AP 49-18

References:

The following are current references:

American Airlines  
Ed Brinson  
General Manager  
Office 850-651-1069  
Cell 850-803-0017  
Email [ed.brinson@aa.com](mailto:ed.brinson@aa.com)

Delta Global Services  
Dot Bailey  
Station Manager  
Office 850-651-2605  
Cell 619-643-8863  
Email [Dorothy.a.bailey@delta.com](mailto:Dorothy.a.bailey@delta.com)

Winner Aviation (for Allegiant Airlines)  
Anthony Collins  
Station Manager  
Office 702-963-1910  
Cell /14-431-8608  
Email [acollins@winter-aviation.com](mailto:acollins@winter-aviation.com)

3061 Mount Paran Church Road  
Monroe, GA 30655  
Telephone 770-241-4660  
Fax 404-393-8119

# Crowne Aviation Services, LLC

July 7, 2018

Board of Commissioners  
Okaloosa County

RE: Invitation to Bid AP 46-18  
Skycap Services at the Destin-Fort Walton Beach Airport

Dear Board Members:

Crowne Aviation Services, LLC is pleased to submit the enclosed bid for Skycap Services at the Destin-Fort Walton Beach Airport.

We agree to the terms and specifications as stated in the bid packet and will comply with the requirements therein.

Crowne has been the current provider of most of these services at the Destin-Fort Walton Beach Airport for the past five years and we have an intimate knowledge of the needs and challenges in the operation.

In addition, we have provided Skycap, Wheelchair and Baggage Handling services in Atlanta Georgia at the Atlanta Hartsfield Jackson International Airport beginning in 2009. We have had contracts with AirTran, Delta, Frontier, Jazz Aviation on behalf of Air Canada, Republic, Southwest, Spirit, United and Vision Airlines as well as subcontracting with Delta Global Services for U.S. Airways.

Our management had been involved in the aviation industry since 1988 and had experience in 58 US airports and 33 airports in Europe.

Crowne's core business is to provide "passenger support services" to the aviation industry at domestic locations. Our training is "hands on" and we retrain and update our employees on a regular basis. It is our policy to have an onsite manager who is available to interact and respond to our clients in a timely manner and to regular visits with our clients to ensure that we are performing above expectations.

We have an excellent data collection and storage system that allows us to record and retain data on wheelchair requests that we fill and are in the process of upgrading the features for more accurate and timely data reporting.

Thank you for your consideration.

Sincerely,



Sally A Leonard  
CEO

3061 Mount Paran Church Road  
Monroe, GA 30655  
Telephone 770-241-4660  
Fax 404-398-8119

# Crowne Aviation Services, LLC

July 6, 2018

ITB AP 46-18

INDEX TO BID RESPONSE

INVITATION TO BID AND RESPONDANTS ACKNOWLEDGEMENT  
FORM

DOCUMENTS TO BE SUBMITTED CHECKLIST

- A. DRUG-FREE WORKPLACE CERTIFICATION FORM
- B. CONFLICT OF INTEREST
- C. FEDERAL E-VERIFY
- D. CONE OF SILENCE FORM
- E. RECYCLED CONTENT FORM
- F. INDEMNIFICATION AND HOLD HARMLESS FORM
- G. PROHIBITION TO LOBBYING
- H. COMPANY DATA FORM
  - a. EVIDENCE OF AUTHORITY AND QUALIFICATION TO DO  
BUSINESS AS AND OUT-OF-STATE CORPORATION IN  
FLORIDA
  - b. STATEMENT REGARDING LICENSE
- I. SYSTEMS OF AWARD MANAGEMENT
- J. ADDENDUM ACKNOWLEDGEMENT
- K. BID SHEET (TWO PAGES)
- L. ANTI-COLLUSION STATEMENT
- M. GENERAL GRANT FUNDING SPECIAL CONDITIONS "EXHIBIT B"

REFERENCES

3061 Mount Paran Church Road  
Monroe, GA 30655  
Telephone 770-241-4660  
Fax 404-393-8119

**EXHIBIT "C"**

**Crowne Aviation  
Services Training for  
VPS Skycap Services**

WHEELCHAIRS, BAGGAGE, PASSENGER AMBASSADORS AND SKYCAP SERVICES



# Wheelchair Training 101

## Greeting and Seating

- ▶ Dispatch will inform you of when a where wheelchair service is needed
- ▶ Greet the passenger by introducing by saying your name and who you work for in the airport. Be pleasant and accommodating.
- ▶ Seat the passenger in the wheelchair properly, lock the brakes on both tires and keep one hand on the wheelchair as they sit down.
- ▶ Place their feet on the foot rests and gather any carry-on luggage they may have.
- ▶ Politely ask to take a picture of their boarding pass.
- ▶ Ask if they need to use the restroom or get a beverage.



Lock the brakes on both trolleys before seating the passenger



Lower the foot rests after the passenger is seated so they may use them

Load any carry-on luggage on the baggage net on the wheelchair



## Aisle Chairs

- ▶ All aisle chair service must be performed by two Crowne employees to ensure safety, comfort and passenger satisfaction
- ▶ Verbally communicate with the passenger before moving them; find out what ailments they have and their preferences.
- ▶ One employee must stand at the rear of the aisle chair and one passenger must stand facing the front of the aisle chair
- ▶ Using a slide board, carefully slide the passenger from the airplane seat onto the aisle chair.
- ▶ Strap the passenger into the aisle chair using all available straps
- ▶ Exit the plane and transfer the passenger to a standard wheelchair

# Passenger Ambassadors

## The Faces of VPS

- ▶ Our aim is to create a blueprint for exceptional passenger service at VPS. Our Ambassadors have high grooming and etiquette standards and their primary role is that of providing assistance and information through their expert knowledge of the passenger journey to ensure the service is delivered to the highest level.
- ▶ A pleasant experience at VPS is a Passenger Ambassador's top priority. Knowing the answers to questions, directions when needed and showing a smile and happy disposition are crucial to this experience.
- ▶ Be approachable, friendly and available to assist.

# Passenger Ambassadors

## Lost and Found/Miscellaneous

- ▶ **Lost & Found:** Lost & Found is maintained in the Airports Operations & Badging Office on the first floor of the terminal near ticketing. If a passenger would like to claim an item, it can be arranged Monday – Friday, from 0800-1700 (Lunch 1200-1300). You are allowed to transport Lost & Found items to the Airports Badging Office.

### ▶ Terminology:

- When Referring to the "Sterile Side", it means beyond the passenger screening checkpoint.
- When referring to the "Secure Area", it means outside of the airport building but inside the fence line. (Ramp, RON, etc.)
- When referring to the "Public Side", it means before the passenger screening checkpoint.

▶ **\*\*\*If you notice anything that concerns you, notify AOC so they can immediately get a camera on the situation\*\*\***

▶ \*\*\*<sup>th</sup> (Call (850) 651-7166 or pick up the White Courtesy Phone)\*\*\*

# Passenger Ambassadors

## Badging and Access

- ▶ NON-SIDA Badges (sterile area only, yellow badge) must go through the TSA Security Checkpoint
- ▶ SIDA Badges (Blue badge) must be displayed at all times inside the Sterile and Secure areas
- ▶ Lost or Stolen SIDA and NON-SIDA Badges must be reported to AOC immediately at 850-651-7166 or via a white courtesy phone
- ▶ You are authorized to transport badges to the badging office or AOC (e.g. badge was found somewhere, employee quit and handed badge to nearest Airport Employee before leaving, etc.)
- ▶ If you notice someone having issues badging through a door, suggest that they not have their badge stacked with other badges or a parking pass. Also, make sure the badge isn't wet. If issues persist, refer them to the badge office, or AOC after hours.

# If you see something, say something

- ▶ Only individuals with an operational need are allowed to be escorted past TSA Security into the sterile or secure areas.
- ▶ Items should not be left unattended anywhere, even in the main lobby. Unattended items should be reported to AOC immediately.
- ▶ You are part of the Airport's eyes and ears, if you observe activity that does not appear to be in line with approved security procedures, notify AOC immediately or contact a Sheriff's Deputy

## Skycap/Porter Services

- ▶ Greet incoming passengers at the curb and introduce yourself and ask them if they need help with their luggage.
- ▶ Using the luggage cart, unload their bags from their vehicle in an orderly fashion onto the cart. Larger items go on first. Be careful and aware that some items might be delicate.
- ▶ Ask the passengers what airline they are flying and what time their flight leaves.
- ▶ Assist the passengers, with their luggage, to the proper airline ticket counter.
- ▶ Stay with them until all of their luggage is checked and they have their boarding passes.
- ▶ If necessary, call for any wheelchair assistance using the radio.



# Baggage Services

## Rear TSA Room

- ▶ In the rear TSA baggage location, position yourself in between the two baggage belts for quicker access to bags.
- ▶ Ensure bags are positioned properly as fit into the L3 machine.
- ▶ Reposition any bags so they are wheels up. Place all car seats upside down in luggage bin so they will properly feed through the L3 machine.
- ▶ Keep an eye and an ear out for alarms on the TSA monitor. Look for Red locations on the screen and fix the appropriate bag/jam.
- ▶ Reset the belt by pressing the red stop button first, then clear the jam, look for the blinking yellow light, then pull the red button out and press the green button to restart the belt.

# Baggage Services

## Front T Position

- ▶ Position yourself at the T connector of the bag belt, just behind the ticketing line.
- ▶ Monitor how the bags are placed on the belt and if any items need to go into a baggage bin.
- ▶ Efficiency is key: make sure bags are constantly being loaded onto the belt by the airline employees. Fix positions as needed
- ▶ Communicate with the Crown baggage employee located in the Rear TSA location. Work as a team and inform each other of jams or malfunctions as necessary.
- ▶ Communicate with the airline agents so a continuous flow of bags, positioned properly, occurs during heavy traffic.

# Safety First and Smile

Always keep two hands on the wheelchair when assisting a passenger

Always lift bags using your legs, bend your knees to lift

GROUNDS

We are here to serve and provide quality service to everyone.

# EXHIBIT "D"

Crowine Aviation Services, LLC

Staffing Model - VRS  
October

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1000	6	6	6	6	6	6	6	42				
	0400-1200	8	8	8	8	8	8	8	56				
	0600-1200	6	6	6	6	6	6	6	42				
	0600-1300	7	7	7	7	7	7	7	49				
	0800-1600	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1200-1800	6	6	6	6	6	6	6	42				
	1200-1900	7	7	7	7	7	7	7	49				
1700-23:50 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
								137					
								495	12.875	2145	\$ 14.98	\$ 32,132.10	
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400	8	8	8	8	8	8	8	56				
	or last flight												
								140	3.5	607	\$ 17.09	\$ 10,361.53	
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1900	7	7	7	7	7	7	7	49				
								105	2.6	455	\$ 15.64	\$ 7,116.20	
Curb Side Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1800	6	6	6	6	6	6	6	42				
								98	2.5	425	\$ 12.42	\$ 5,274.96	
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1100-1800	7	7	7	7	7	7	7	49				
								147	3.7	637	\$ 17.83	\$ 10,848.11	
										24.6	4268		\$65,702.30
Management and Supervisor		16	16	16	16	16	16	16	112	2.8			
										27.4			

Crowne Aviation Services, LLC

Staffing Model - VPS  
November

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1000	6	6	6	6	6	6	6	42				
	0400-1200	8	8	8	8	8	8	8	56				
	0600-1200	6	6	6	6	6	6	6	42				
	0600-1300	7	7	7	7	7	7	7	49				
	0900-1600	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1200-1800	6	6	6	6	6	6	6	42				
	1200-1900	7	7	7	7	7	7	7	49				
1700-23:30 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
								117					
								495	12.375	2245	\$ 14.98	\$ 32,132.10	
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400 or last flight	8	8	8	8	8	8	8	56				
									140	3.5	607	\$ 17.03	\$ 10,331.53
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1900	7	7	7	7	7	7	7	49				
								105	2.6	455	\$ 15.64	\$ 7,116.20	
Curb Side Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1800	6	6	6	6	6	6	6	42				
								98	2.5	425	\$ 12.42	\$ 5,274.36	
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1100-1800	7	7	7	7	7	7	7	49				
								147	3.7	637	\$ 17.03	\$ 10,848.11	
									24.6	4268		\$65,702.30	
Management and Supervisor		16	16	16	16	16	16	16	114	2.8			
										27.4			

Crowne Aviation Services, LLC

Staffing Model - VPS  
December

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1000	6	6	6	6	6	6	6	42				
	0400-1200	8	8	8	8	8	8	8	56				
	0600-1200	6	6	6	6	6	6	6	42				
	0600-1300	7	7	7	7	7	7	7	49				
	0900-1600	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1200-1800	6	6	6	6	6	6	6	42				
	1200-1900	7	7	7	7	7	7	7	49				
1700-23:30 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5					
								117					
								495	12.975	2345	\$ 14.98	\$ 32,132.10	
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400 or last flight	8	8	8	8	8	8	8	56				
		8	8	8	8	8	8	8	56	3.5	607	\$ 17.09	\$ 10,331.53
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1900	7	7	7	7	7	7	7	49				
								105	2.6	455	\$ 15.64	\$ 7,116.20	
Curb Side Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1800	6	6	6	6	6	6	6	42				
								98	2.5	425	\$ 12.42	\$ 5,274.35	
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1100-1800	7	7	7	7	7	7	7	49				
								147	3.7	657	\$ 17.03	\$ 10,948.11	
										24.6	4268		\$65,767.30
Management and Supervisor		16	16	16	16	16	16	16	16	2.8			
										27.4			

Crowne Aviation Services, LLC

Staffing Model - VPS  
January

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1000	8	8	8	8	8	8	8	42				
	0400-1200	8	8	8	8	8	8	8	56				
	0600-1400	8	8	8	8	8	8	8	56				
	0900-1500	6	6	6	6	6	6	6	42				
	1200-1800	6	6	6	6	6	6	6	42				
	1700-23:30 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5				
									<u>329</u>	8.225	1426	\$ 14.98	\$ 21,356.49
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400	8	8	8	8	8	8	8	56				
	or last flight								<u>140</u>	3.5	607	\$ 17.03	\$ 10,331.53
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1900	7	7	7	7	7	7	7	49				
									<u>105</u>	2.6	455	\$ 15.84	\$ 7,116.20
Curb Side Associate	0400-1100	7	7	7	7	7	7	7	49				
	1100-1700	6	6	6	6	6	6	6	42				
									<u>91</u>	2.3	394	\$ 12.42	\$ 4,897.62
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1100-1800	7	7	7	7	7	7	7	49				
									<u>147</u>	3.7	637	\$ 17.08	\$ 10,848.11
										<u>20.3</u>	<u>3519</u>		<u>\$54,549.95</u>
Management and Supervisor		16	16	16	16	16	16	16	112	2.8			
										<u>23.1</u>			

Crowne Aviation Services, LLC

Staffing Model - VPS  
February

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost	
Wheelchair	0400-1000	6	6	6	6	6	6	6	42					
	0400-1200	8	8	8	8	8	8	8	56					
	0600-1400	8	8	8	8	8	8	8	56					
	0900-1500	6	6	6	6	6	6	6	42					
	1200-1800	6	6	6	6	6	6	6	42					
	1700-2330 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45					
		6.5	6.5	6.5	6.5	6.5	6.5	6.5	91					
									<u>329</u>	8.225	1426	\$ 14.88	\$ 21,356.48	
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56					
	1200-1600	4	4	4	4	4	4	4	28					
	1600-2400	8	8	8	8	8	8	8	56					
	or last flight													
									<u>140</u>	3.9	607	\$ 17.03	\$ 10,331.53	
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56					
	1200-1900	7	7	7	7	7	7	7	49					
									<u>105</u>	2.6	855	\$ 15.64	\$ 7,136.20	
Curb Side Associate	0400-1100	7	7	7	7	7	7	7	49					
	1100-1700	6	6	6	6	6	6	6	42					
									<u>91</u>	2.3	394	\$ 12.42	\$ 4,897.62	
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49					
	1100-1800	7	7	7	7	7	7	7	49					
									<u>98</u>	2.7	637	\$ 17.03	\$ 10,848.11	
											<u>203</u>		<u>2519</u>	
													<u>\$54,549.93</u>	
Management and Supervisor		16	16	16	16	16	16	16	112	2.8				
											<u>23.1</u>			



Crowne Aviation Services, LLC

Staffing Model - VPS  
March

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1000	6	6	6	6	6	6	6	42				
	0400-1200	8	8	8	8	8	8	8	56				
	0600-1400	8	8	8	8	8	8	8	56				
	0900-1800	8	8	8	8	8	8	8	56				
	1200-1900	6	6	6	6	6	6	6	42				
	1700-2330 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5				
								348	8.575	1486	\$ 14.98	\$ 22,265.27	
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400 or last flight	8	8	8	8	8	8	8	56				
									140	2.5	607	\$ 17.00	\$ 10,331.50
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1900	7	7	7	7	7	7	7	49				
								105	2.6	458	\$ 15.64	\$ 7,116.20	
Curb Side Associate	0400-1100	7	7	7	7	7	7	7	49				
	1100-1700	6	6	6	6	6	6	6	42				
								91	2.3	398	\$ 12.42	\$ 4,897.62	
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
	7	7	7	7	7	7	7	7	49				
	1100-1800	7	7	7	7	7	7	7	49				
								147	3.7	637	\$ 17.00	\$ 10,848.11	
									20.7	859		\$55,458.74	
Management and Supervisor		16	16	16	16	16	16	16	112	2.8			
										23.5			

Crowne Aviation Services, LLC

Staffing Model - VPS  
April

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1000	6	6	6	6	6	6	6	42				
	0400-1200	8	8	8	8	8	8	8	56				
	0600-1400	8	8	8	8	8	8	8	56				
	0900-1800	8	8	8	8	8	8	8	56				
	1200-1800	6	6	6	6	6	6	6	42				
	1700-23:30 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	91				
								<u>343</u>	8.575	1486	\$ 14.98	\$ 22,265.27	
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400 or last flight	8	8	8	8	8	8	8	56				
									<u>140</u>	3.5	607	\$ 17.03	\$ 10,333.58
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1900	7	7	7	7	7	7	7	49				
								<u>105</u>	2.6	455	\$ 15.64	\$ 7,116.20	
Curb Side Associate	0400-1100	7	7	7	7	7	7	7	49				
	1100-1700	6	6	6	6	6	6	6	42				
								<u>91</u>	2.3	364	\$ 12.42	\$ 4,297.62	
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1100-1800	7	7	7	7	7	7	7	49				
								<u>147</u>	3.7	637	\$ 17.03	\$ 10,848.11	
									<u>20.7</u>	<u>3579</u>		<u>\$55,458.74</u>	
Management and Supervisor		16	16	16	16	16	16	16	16	2.8			
									<u>23.5</u>				

Crown Aviation Services, LLC

Staffing Model - VPS  
May

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Whealchair	0400-1200	8	8	8	8	8	8	8	112				
		8	8	8	8	8	8	8					
	0600-1200	6	6	6	6	6	6	6	98				
	0600-1400	8	8	8	8	8	8	8					
	0900-1500	6	6	6	6	6	6	6	98				
		6	6	6	6	6	6	6					
1200-2000		8	8	8	8	8	8	8	112				
		8	8	8	8	8	8	8					
		8	8	8	8	8	8	8					
1700-2230 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	91				
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5					
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5					
								497	12.425	2154	\$ 14.98	\$ 32,261.93	
Security Associate - TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400	8	8	8	8	8	8	8	56				
	or last flight								140	3.5	607	\$ 17.03	\$ 10,331.53
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1900	7	7	7	7	7	7	7	49				
									105	2.6	455	\$ 15.64	\$ 7,116.20
Curb Side Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1800	6	6	6	6	6	6	6	98				
									98	2.5	425	\$ 12.42	\$ 5,274.36
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	98				
	1100-1800	7	7	7	7	7	7	7	49				
								147	3.7	637	\$ 17.03	\$ 10,948.11	
									24.7	477		\$65,852.13	
Management and Supervisor		16	16	16	16	16	16	16	16	2.8			
										27.5			

Cresona Aviation Services, LLC  
Staffing Model - VPS  
John

	W	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wholesale:												
0400-1200	8	8	8	8	8	8	8	412				
0600-1400	8	8	8	8	8	8	8	412				
0900-1700	8	8	8	8	8	8	8	412				
1200-2000	8	8	8	8	8	8	8	412				
1400-1900	8	8	8	8	8	8	8	412				
1430-1900	8.5						4.5	18				
1700-2300 for Inst flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	117	24.95	2591	\$ 14.98	\$ 26,948.17
	6.5	6.5	6.5	6.5	6.5	6.5	6.5	528				
Security Associate-TSA												
0400-1200	8	8	8	8	8	8	8	56				
1200-1600	8	8	8	8	8	8	8	56				
1600-2400 or Inst flight	8	8	8	8	8	8	8	56				
								168	3.35	607	\$ 17.09	\$ 10,331.55
Baggage Handling Associate												
0400-1200	8	8	8	8	8	8	8	56				
1100-1500	8	8	8	8	8	8	8	56				
1200-1900	7	7	7	7	7	7	7	48				
								152	9.9	576	\$ 15.64	\$ 9,013.89
Onk Flight Associate												
0400-1200	8	8	8	8	8	8	8	56				
1200-1700	5.5	5.5	5.5	5.5	5.5	5.5	5.5	94.5				
								94.5	5.4	410	\$ 12.42	\$ 5,089.98
Passenger Ambassador												
0400-1100	7	7	7	7	7	7	7	49				
0530-1200	7.5	7.5	7.5	7.5	7.5	7.5	7.5	51.5				
1100-1800	7	7	7	7	7	7	7	49				
								150.5	3.8	652	\$ 17.09	\$ 11,108.40
Management and Supervisor												
	18	16	16	16	16	16	16	112	27.6	486		\$74,858.95
									2.8			
									38.7			

Crowne Aviation Services, LLC

Staffing Model - VPS  
July

		M	T	W	Th	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1200	8	8	8	8	8	8	8	112				
	0600-1400	8	8	8	8	8	8	8	112				
	0800-1700	8	8	8	8	8	8	8	112				
	1200-2000	8	8	8	8	8	8	8	112				
	1400-1900		5	5	5				15				
	1430-1900	4.5				4.5	4.5	4.5	13.5				
	1700-2330 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5				
		6.5	6.5	6.5	6.5	6.5	6.5	6.5	117				
								598	14.95	2591	\$ 14.95	\$ 38,818.17	
Security Associate-TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400 or last flight	8	8	8	8	8	8	8	56				
								140	3.5	607	\$ 17.03	\$ 10,331.33	
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1100-1300	4	4	4	4	4	4	4	28				
	1200-1900	7	7	7	7	7	7	7	49				
								133	3.3	576	\$ 15.64	\$ 9,013.85	
Curb Side Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1730	5.5	5.5	5.5	5.5	5.5	5.5	5.5	52.5				
								94.5	2.4	410	\$ 12.42	\$ 5,085.99	
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
	0430-1200	7.5	7.5	7.5	7.5	7.5	7.5	7.5	52.5				
	1100-1800	7	7	7	7	7	7	7	49				
								150.5	3.8	632	\$ 17.03	\$ 11,106.40	
Management and Supervisor		16	16	16	16	16	16	16	112	2.8	4896		\$71,365.95
									2.8				
								30.7					

Crowne Aviation Services, LLC

Staffing Model - VPS  
August

		MT	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1200	8	8	8	8	8	8	8	112				
	0800-1400	8	8	8	8	8	8	8	112				
	0900-1700	8	8	8	8	8	8	8	112				
	1200-2000	8	8	8	8	8	8	8	112				
	1400-1800		5	5	5				15				
	1430-1900	4.5				4.5	4.5	4.5	13				
	1700-2300 or fast flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5	6.5
								117					
								508		14.95	2591	\$ 14.98	\$ 38,818.17
Security Associate-TSA	0400-1200	8	8	8	8	8	8	8	56				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400 or last flight	8	8	8	8	8	8	8	56				
								140		3.9	607	\$ 17.03	\$ 10,331.55
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	56				
	1100-1300	4	4	4	4	4	4	4	28				
	1200-1900	7	7	7	7	7	7	7	49				
								133		3.3	576	\$ 15.64	\$ 9,013.85
Curb Side Associate	0400-1200	8	8	8	8	8	8	8	56				
	1200-1730	5.5	5.5	5.5	5.5	5.5	5.5	5.5	94.5				
								94.5		2.4	410	\$ 12.42	\$ 5,085.89
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
	0430-1200	7.5	7.5	7.5	7.5	7.5	7.5	7.5	52.5				
	1100-1600	7	7	7	7	7	7	7	49				
								150.5		3.3	652	\$ 17.03	\$ 11,106.40
Management and Supervisor		16	16	16	16	16	16	16	112				
										27.5	4836		\$74,855.95
										2.5			
									30.7				

Crown Aviation Services, LLC

Staffing Model - WPS  
September

		M	T	W	TH	F	SAT	SUN	Total hours per Week	FTE	Total Hours per Month	Bill Rate	Monthly Cost
Wheelchair	0400-1200	8	8	8	8	8	8	8	64				
		8	8	8	8	8	8	8	64				
	0600-1400	8	8	8	8	8	8	8	64				
	0900-1600	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1200-1900	7	7	7	7	7	7	7	49				
		7	7	7	7	7	7	7	49				
	1400-1900		5	5	5				15				
	1430-1900	4.5				4.5	4.5	4.5	13.5				
	1700-2330 or last flight	6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5				
		6.5	6.5	6.5	6.5	6.5	6.5	6.5	45.5				
		6.5				6.5	6.5	6.5	19.5				
									117				
									514	12.85	2227	\$ 14.98	\$ 33,385.45
Security Associate-TSA	0400-1200	8	8	8	8	8	8	8	64				
	1200-1600	4	4	4	4	4	4	4	28				
	1600-2400	8	8	8	8	8	8	8	64				
	or last flight												
									140	3.5	607	\$ 17.09	\$ 10,351.53
Baggage Handling Associate	0400-1200	8	8	8	8	8	8	8	64				
	1100-1300	4	4	4	4	4	4	4	28				
	1200-1900	7	7	7	7	7	7	7	49				
									139	3.5	576	\$ 15.64	\$ 9,013.85
Curbside Associate	0400-1200	8	8	8	8	8	8	8	64				
	1200-1730	5.5	5.5	5.5	5.5	5.5	5.5	5.5	38.5				
									94.5	2.4	410	\$ 12.42	\$ 5,085.90
Passenger Ambassador	0400-1100	7	7	7	7	7	7	7	49				
	0430-1200	7.5	7.5	7.5	7.5	7.5	7.5	7.5	52.5				
	1100-1800	7	7	7	7	7	7	7	49				
									150.5	3.8	652	\$ 27.32	\$ 17,806.40
										25.8	4972		\$68,903.23
Management and Supervisor		16	16	16	16	16	16	16	112	2.8			
										28.5			