

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

DATE: October 2, 2023

TO: Finance Department

SUBJECT: Contract No. C23-3232-TDD

MANAGING DEPARTMENT: TDD

CONTRACTOR'S NAME: Emerald Coast Science Center

PROJECT TITLE: Educating & Entertaining the Public

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

	Yes	No
1. <u>Final Invoice</u>	X	

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

3. Remarks

Vendor # 20200968

Invoice # 1511 Amount \$890.74

Faye Douglas
Digitally signed by Faye Douglas
Date: 2023.10.02 13:22:37 -05'00'

OMB DIRECTOR

DATE

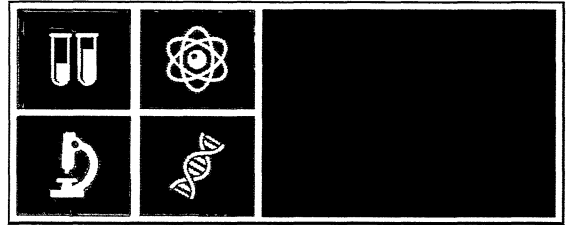
\$890.74 paid w/ voucher # V2400272 on 10/12/23

Emerald Coast Science Center
31 Memorial Pkwy SW
Fort Walton Beach, FL 32548
US

Invoice 1511

850-664-1261
lisa@ecscience.org
www.ecscience.org

C22-3232-TDD
Ven. 20200968
1410-582703



BILL TO

Okaloosa County Tourist
Development Dep.
Emerald Coast Convention &
Visitors Bureau
1540 Miracle Strip Pkwy. SE,
Fort Walton Beach, FL 32548

DATE
08/31/2023

PLEASE PAY
\$890.74

DUE DATE
09/30/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	TDC Grant	VPS ad courtesy of Okaloosa TDC 8/11-9/7/23	1	600.00	600.00
	TDC Grant	Coral and reef test kit for lionfish exhibit tank health	1	73.98	73.98
	TDC Grant	Lionfish tank lighting	1	63.98	63.98
	TDC Grant	Lionfish aerated cooler for fish transport/tank cleaning	1	109.99	109.99
	TDC Grant	Coral for lionfish exhibit tank	1	42.79	42.79

3113-Contact #: C22-3232-TDD
FINAL INVOICE

TOTAL DUE

\$890.74

THANK YOU.

Kimberly McDonald

From: Kate Fox <kate@ecscience.org>
Sent: Tuesday, September 26, 2023 3:29 PM
To: DFWBCCFinance
Subject: ECSC reimbursement invoice 1511
Attachments: ECSC reimbursement invoice 1511.pdf; ECSC reimbursement invoice 1511.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kim,

I've got our final invoice for this granting period attached; please let me know if you need anything else. Appreciate it!

--

Sincerely,

Kate Fox (she/her)

Development & Marketing Coordinator



CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Emerald Coast Science Center Reimbursement Request

Invoice Number: Invoice 1505 Total TDC funds requested for this invoice: **\$890.74**
 Invoice Date: 8/11-9/26/2023 FINAL INVOICE
 Invoice period:
 Contract #: C22-3232-TDD

Project Description	Annual Estimated Expenditure	Invoiced Amount	TDC Funds Requested	Date Paid	Payment Method	Company Paid	Notes
Advertising	\$10,100	\$600.00	\$600.00		Credit Card	Clear Channel	VPS airport ad 8/11-9/7/23
Exhibit Building/Procurement	\$3,400	\$63.98	\$63.98	8/31/2023	Credit Card	Amazon	Lionfish exhibit lighting
		\$109.99	\$109.99	8/31/2023	Credit Card	Amazon	Lionfish aerated cooler for fish transport/tank cleaning
		\$73.98	\$73.98	9/12/2023	Credit Card	Bluewater Zoo	Coral and reef test kit for lionfish exhibit tank health
		\$42.79	\$42.79	9/26/2023	Credit Card	Bluewater Zoo	Coral for lionfish exhibit tank

EXHIBIT A

Emerald Coast Science Center
 Funding Request for Exhibit 1 by BOCC
 for expenses to be incurred 10/1/22 - 9/30/23

Expenditure Type	Description	TDT Funding	Non-TDT Funding
Promotional Activities	Clear Channel baggage claim area ad package at VPS - one year	5,800	
Promotional Activities	Digital billboard ad campaign - two-month campaign during tourist season on HWY 98 in Navarre and Destin and indoor billboards in Destin	2,500	
Promotional Activities	Waze app ad campaign - during tourist season at rate of \$10 a day for 60 days	600	
Promotional Activities	Ad campaign - three-month campaign during tourist season on Fun 4 Emerald Coast Kids	1,200	
Operating Supplies	Plastic pollution exhibit: signs (retractable signs, banner), materials to build (sheets of plexiglass, screws), watershed pollution model	1,800	
Operating Supplies	Marine fish exhibit expansion (lionfish spine exhibit, exhibit signs, tank improvements)	1,600	
		13,500	-

The Emerald Coast Science Center meaningfully engages the educational and entertainment needs and interests of visitors and provides a venue with touchable, workable exhibits including robotics, live animals, sciPad featuring SMALLah Learning, and more that teach about natural phenomena and basic scientific principles.

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

Debra Brown _____ Date 4/21/23
 Applicant Signature Date