

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/15/2022

Contract/Lease Control #: C21-3110-TDD

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: CITY OF FORT WALTON BEACH

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2021

Expiration Date: 03/30/2022

Description of: HERITAGE PARK & CULTURAL CENTER PROJECTS

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-609-5385

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

Closed: November 15, 2022

Cc: BCC RECORDS

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

001927

DATE: October 28, 2022

TO: Finance Department

SUBJECT: Contract No. C21-3110-TDD

MANAGING DEPARTMENT: TDD

CONTRACTOR'S NAME: CITY OF FORT WALTON BEACH

PROJECT TITLE: HERITAGE PARK & CULTURAL CENTER PROJECTS

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

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

Faye Douglas Digitally signed by Faye Douglas  
Date: 2022.10.25 08:40:05 -05'00'

OMB DIRECTOR

DATE

C21-3110-TDD

Inv. 20220930

**City of Fort Walton Beach**  
**Heritage Park and Cultural Center**  
**Marketing, Advertising, and Exhibit Fabrication for the 2021-2022 Year**

Marketing and Advertising	Agreement	Paid	Requesting	check #
<b>Brochure Printing -Conquer</b>	\$ 1,200.00		\$ 1,193.50	paid 149791
(*TDD 1193.50 HPCC payed 356.50. Total exceeded 1200)				
<b>Brochure Distribution - DistroData</b>	\$ 2,400.00		\$ 2,400.00	147748
<b>Miles Media</b>				
See/In-Room Concierge-Out of Business	\$ 1,600.00		\$ -	
Sandpiper Publishing	\$ 400.00	\$ 395.00	XX	
In-Room Concierge				
<b>Undiscovered Florida-Worth International</b>	\$ 1,500.00		\$ 1,500.00	148076
April Edition				
<b>Activity Branding/Marketing - Fastsigns</b>	\$ 2,900.00		\$ 2,287.50	149975
Tabletop pull-up banner (68.00)				
Pull-up banner (335.00)				
Branded tablecloths (1046.50)				
Backdrop banner and frame (552.00)				
tent sides museum branded (265.00)				
set up fee (21.00)				
	\$ 10,000.00		\$ 7,381.00	
Museum Exhibits and Presentations	Agreement	Paid	Requesting	
<b>Uline</b>	\$ 10,000.00			
Plexiglass plus shipping (1695.00 + 132.86)			\$ 1,827.86	149553
<b>Uline</b>				
Tables plus shipping (620.00 + 64.43)			\$ 684.43	148400
<b>Lowes</b>				
4x8 sheathing, glue, acrylic sheets, shipping (369.59+20.00)			\$ 389.59	148817
<b>Amazon (items only no ship)</b>			\$ 874.57	149979
fabric (333.25)				
twine (13.98)				
yarn (18.20)				
mat board (33.49)				
mat cutter (25.10)				
cutter blades (7.70)				
surveyors measure (22.75)				
fiberglass tape (12.99)				
clear measure (18.11)				
logan mat cutting system (389.00)				
<b>Store Supply (items no shipping)</b>			\$ 136.00	150042
artifact display holder (136.00)				
<b>Lowes (items plus shipping 20.00)</b>				
dress up furniture area (198.69)			\$ 218.69	149940
<b>Lowes (items no shipping)</b>			\$ 59.99	149940
forensic skeleton (59.99)				
<b>Lowes (items no shipping)</b>			\$ 1,154.21	149940
pavers for exhibit (41.44)				
cedar boards (1067.75)				
posts (18.24)				
deck boards (12.92)				
post base (13.46)				

Museum Exhibits and Presentations	Agreement	Paid	Requesting	
<b>Amazon (items no shipping)</b>			\$ 174.72	150126
stools(174.72)			\$ 1,325.34	150126
<b>Amazon (items plus shipping)</b>				
tape measure (17.96)				
folding measure (33.76)				
compass (39.92)				
exhibit food (68.00)				
trowels (37.98)				
graph paper (20.76)				
trays (13.67)				
display boxes (21.99)				
cell base artifact stand (17.98)				
display stands (44.00)				
contour gauge (9.99)				
calipers (21.14)				
animal bones poster (11.99)				
insect poster (12.90)				
human bones poster (11.99)				
animal tracks (9.92)				
leaf ID poster (23.95)				
geology poster (9.99)				
knot tying poster (13.81)				
magnifying lamp (43.98)				
signal flags (45.00)				
loupes (26.97)				
poster frames (127.98)				
artificial plants (313.06)				
state postcards (39.96)				
magnetic chalk board (69.90)				
dispenser for activity stickers (13.54)				
archeology library backdrop (42.99)				
pirate backdrop (25.89)				
swords (82.00)				
rope (5.73)				
hands on archaeology book (29.95)				
	\$ 10,000.00		\$ 6,845.40	

