

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/07/2022

Contract/Lease Control #: C01-0584-PS

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: U.S. DEPARTMENT OF INTERIOR

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 07/01/2022

Expiration Date: 06/30/2023

Description of: MONITOR WATER LEVELS AT SHOAL RIVER/MOSSEY HEAD

Department: PS

Department Monitor: MADDOX

Monitor's Telephone #: 850-651-7150

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

Closed:

Cc: BCC RECORDS

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

Procurement/Contract/Lease Number: CO1-0584-PS Tracking Number: 46Se-22  
Procurement/Contractor/Lessee Name: City of Intero Grant Funded: YES  NO   
Purpose: Joint Finchs Agreement  
Date/Term: 7-1-22-7-1-23  
Department #: 702320  
Account #: 534900  
Amount: \$12,490.00  
Department: PS Dept. Monitor Name: Maddox

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: 6-28-22  
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Amber Hammonds

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

Approved as written: \_\_\_\_\_ Grant Name: EMPA/EMG  
see email attached Date: 6-30-2021  
Grants Coordinator Suzanne Ulloa

**Risk Management Review**

Approved as written: \_\_\_\_\_ Date: 6-28-22  
see email attached  
Risk Manager or designee Kristina LoFria

**County Attorney Review**

Approved as written: \_\_\_\_\_ Date: 9-6-22  
see email 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

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**From:** Lynn Hoshihara  
**Sent:** Tuesday, September 6, 2022 11:08 AM  
**To:** DeRita Mason; Michelle Huber  
**Cc:** 'Parsons, Kerry'  
**Subject:** Re: [EXTERNAL] USGS Okaloosa County 22MCJFA0036\_00.pdf (C01-0584-PS)

This is approved. Please strike through the "EM" above the signature line.

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:** DeRita Mason  
**Sent:** Thursday, September 1, 2022 12:32 PM  
**To:** Lynn Hoshihara; Michelle Huber  
**Cc:** 'Parsons, Kerry'  
**Subject:** FW: [EXTERNAL] USGS Okaloosa County 22MCJFA0036\_00.pdf (C01-0584-PS)

Please review the attached.  
Thank you,

DeRita Mason



DeRita Mason, CPPB, NIGP-CPP  
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)

## DeRita Mason

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**From:** Kristina LoFria  
**Sent:** Tuesday, June 28, 2022 12:14 PM  
**To:** DeRita Mason  
**Subject:** RE: 22MCJFA0036\_00.pdf

DeRita,

Good afternoon, this is approved by Risk, no insurance element.

Thank You

*Kristy LoFria*

Safety Coordinator  
Okaloosa County BOCC-Risk Management-  
302 N Wilson St Suite 301  
Crestview, Florida 32536  
[klofria@myokaloosa.com](mailto:klofria@myokaloosa.com)  
850-689-5979



*For all things Wellness please visit:*

*<http://www.myokaloosa.com/wellness>*

**"When the winds of adversity blow against your boat, just adjust your sail."**

**"Don't aim for success if you want it; just do what you love and believe in, and it will come naturally." David Frost**

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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Tuesday, June 28, 2022 12:07 PM  
**To:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>  
**Cc:** 'Parsons, Kerry' <[KParsons@ngn-tally.com](mailto:KParsons@ngn-tally.com)>; Kristina LoFria <[klofria@myokaloosa.com](mailto:klofria@myokaloosa.com)>  
**Subject:** FW: 22MCJFA0036\_00.pdf

Good afternoon,

## DeRita Mason

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**From:** Suzanne Ulloa  
**Sent:** Thursday, June 30, 2022 5:09 PM  
**To:** Michael Schwartz; DeRita Mason  
**Cc:** Patrick Maddox  
**Subject:** RE: 22MCJFA0036\_00.pdf

We'll put this email from you on file as explanation and leave it at that.

At EMPA's urging, we are directed to follow the FL State Expenditure Guidelines when using their funds. At a minimum, we need to document why we do not have this documentation, I think you spell it out very well here, thank you.

*Suzanne Ulloa*

*Purchasing & Grants Coordinator  
Okaloosa County  
Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Phone: (850) 689-5960  
**DIRECT EXT. 6971***



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**From:** Michael Schwartz <mschwartz@myokaloosa.com>  
**Sent:** Thursday, June 30, 2022 4:56 PM  
**To:** DeRita Mason <dmason@myokaloosa.com>; Suzanne Ulloa <sulloa@myokaloosa.com>  
**Cc:** Patrick Maddox <pmaddox@myokaloosa.com>  
**Subject:** FW: 22MCJFA0036\_00.pdf

DeRita and Suzanne,

This is a contract agreement with the United States Geological Survey for the river gauges located in the County that are used by the National Weather Service and USGS to monitor and forecast river conditions.

There is no other company as this is the federal government. It is an intergovernmental agreement.

Not sure how we conduct a cost analysis for a single source from another government entity.

Any guidance would be most helpful.

v/r,

Michael R. Schwartz  
Division Chief - Emergency Management  
Okaloosa County, Public Safety  
90 College Blvd E  
Niceville, FL 32578  
850-651-7150  
[mschwartz@myokaloosa.com](mailto:mschwartz@myokaloosa.com)



MEMBER  
**International Association of Emergency Managers**  
5000 MEMBERS – 58 COUNTRIES – [www.iaem.com](http://www.iaem.com)

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**From:** Michelle Huber <[mhuber@myokaloosa.com](mailto:mhuber@myokaloosa.com)>  
**Sent:** Thursday, June 30, 2022 16:40  
**To:** Michael Schwartz <[mschwartz@myokaloosa.com](mailto:mschwartz@myokaloosa.com)>  
**Cc:** Ken Wolfe <[kwolfe@myokaloosa.com](mailto:kwolfe@myokaloosa.com)>  
**Subject:** FW: 22MCJFA0036\_00.pdf

See email below from DeRita concerning the USGS contract renewal.

*Michelle Huber*

Office Supervisor  
Okaloosa County Public Safety  
90 College Boulevard East  
Niceville, FL 32578

**Phone:** (850) 651-7150  
**FAX:** (850) 651-7170

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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Thursday, June 30, 2022 4:30 PM  
**To:** Michelle Huber <[mhuber@myokaloosa.com](mailto:mhuber@myokaloosa.com)>  
**Subject:** FW: 22MCJFA0036\_00.pdf

Michelle,  
Grants has reviewed and we need the attach the forms here to the final agreement and get a cost analysis.  
Legal has not approved this yet so do not send to them for signature. I have also attached the cost analysis form.

To complete the form, you will just need to search the market place for other companies that provide the same service and compare the pricing.

Thank you,

DeRita Mason



DeRita Mason, CPPB, 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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**From:** Suzanne Ulloa <[sulloa@myokaloosa.com](mailto:sulloa@myokaloosa.com)>  
**Sent:** Thursday, June 30, 2022 4:21 PM  
**To:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Subject:** FW: 22MCJFA0036\_00.pdf

Approved with the attached EMPA EMPG Package (which can be completed and signed electronically) and the below requirement.

Per the State Expenditure Guidelines (which the Agency asked me to follow) P 11, Cost Analysis Required:

Cost Analysis – an agency's documented review in accordance with s. 216.3475, F.S., of a provider's detailed budget to determine that all costs are reasonable, necessary and allowable by state law. A cost analysis is to be completed for service agreements in excess of Category Two (\$2,500 - \$35,000), which are awarded on a non-competitive basis

*Suzanne Ulloa*

Purchasing & Grants Coordinator  
Okaloosa County  
Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Phone: (850) 689-5960

**DIRECT EXT. 6971**



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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Tuesday, June 28, 2022 12:12 PM  
**To:** Suzanne Ulloa <[sulloa@myokaloosa.com](mailto:sulloa@myokaloosa.com)>  
**Subject:** FW: 22MCJFA0036\_00.pdf

Please review the attached, we have been renewing this every year since 2001. It uses EMPA/EMPG grant monies.  
Thank you,

DeRita Mason



DeRita Mason, CPPB, NIGP-CPP  
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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**From:** Ken Wolfe <[kwolfe@myokaloosa.com](mailto:kwolfe@myokaloosa.com)>  
**Sent:** Tuesday, June 28, 2022 11:45 AM  
**To:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Cc:** Savannah Irizarry <[sirizarry@myokaloosa.com](mailto:sirizarry@myokaloosa.com)>; Michelle Huber <[mhuber@myokaloosa.com](mailto:mhuber@myokaloosa.com)>  
**Subject:** 22MCJFA0036\_00.pdf

This is our agreement with the USGS, what needs to be done to approve this so it can be paid from the new grants.



Ken Wolfe, MSM  
Emergency Management, Coordinator  
Okaloosa County, Public Safety  
90 College Blvd E  
Niceville, FL 32578  
850-651-7150  
[kwolfe@myokaloosa.com](mailto:kwolfe@myokaloosa.com)  
Please Note the New Email Address Above

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.

Form 9-1366  
(May 2018)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000001464  
Agreement #: 22MCJFA0036  
Project #: MC00E2A  
TIN #: 59-6000765

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of the July 1, 2022, by the U.S. GEOLOGICAL SURVEY, Caribbean-Florida Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Okaloosa County party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Water Resource Investigations (per attachment), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$4,940 by the party of the first part during the period July 1, 2022 to June 30, 2023
- (b) \$12,490 by the party of the second part during the period July 1, 2022 to June 30, 2023
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

CONTRACT: C01-0584-PS  
U.S. DEPARTMENT OF INTERIOR  
MONITOR WATER LEVELS AT SHOAL  
RIVER/MOSSEY HEAD  
EXPIRES: 06/30/2023

Form 9-1366  
(May 2018)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 600001464  
Agreement #: 22MCJFA0036  
Project #: MC00E2A  
TIN #: 59-6000765

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**USGS Technical Point of Contact**

Name: Ronald Knapp  
Supervisory Hydrologic Technician  
Address: 2639 Cedar'S Complex 2639 North  
Monroe Street  
Tallahassee, FL 32303  
Telephone: (850) 553-3675  
Fax: (850) 553-3641  
Email: rgknapp@usgs.gov

**Customer Technical Point of Contact**

Name: Michael Schwartz  
EM Chief  
Address: 90 College Boulevard, East  
Niceville, Florida 32578  
Telephone: (850) 651-7150  
Fax:  
Email: mschwartz@myokaloosa.com

**USGS Billing Point of Contact**

Name: Margaret Fineagan  
Budget Analyst  
Address: Lutz, FL 33559  
Telephone:  
Fax:  
Email: mfineagan@usgs.gov

**Customer Billing Point of Contact**

Name: Michael Schwartz  
EM Chief  
Address: 90 College Boulevard, East  
Niceville, Florida 32578  
Telephone: (850) 651-7150  
Fax:  
Email: mschwartz@myokaloosa.com

U.S. Geological Survey  
United States  
Department of Interior

Okaloosa County EM

Signature

DAVID  
By SUMNER Digitally signed by  
DAVID SUMNER  
Date: 2022.08.25  
14:17:40 -04'00' Date: 08/24/2022  
Name: David M. Sumner, Ph.D., PG  
Title: Director, Caribbean-Florida Water Science Center

Signatures

Jeffrey A  
By Hyde Digitally signed by  
Jeffrey A Hyde  
Date: 2022.09.07  
13:37:57 -05'00' Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

**Proposed 2023 Water Year Cooperative Streamflow Program, USGS and Okaloosa County**  
**Period of Performance: July 1, 2022 to June 30, 2023**

**Okaloosa County EMO**

STATION NO.	STATION NAME	2023			Total	USGS CMF	Okaloosa
		SW	GW	QW			
02368500	Shoal River near Mossy Head, FL	\$17,430	0	0	\$17,430	\$4,940	\$12,490
Totals		\$17,430	0	0	\$17,430	\$4,940	\$12,490

	Surface Water 2023	Total 2023
Totals	\$17,430	\$17,430
Okaloosa Co.	\$12,490	\$12,490
Cooperative Matching Funds	\$4,940	\$4,940