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September 5, 2023

Ms. Allyson Oury, CPA
Chief Financial Officer
Okaloosa County Airports
Destin-Fort Walton Beach Airport
1701 Florida 85
Eglin AFB, Florida 32542

RE: Task 17 – Proposal to Provide General Services

Dear Ms. Oury,

Landrum and Brown (L&B) is pleased to submit this proposed scope of work and request for a task order authorization to provide the above referenced services under L&B's consulting services contract with the Okaloosa County Airports administration (County). This task order has been prepared to cover the performance of general service tasks assigned by the Airports Director and/or Chief Financial Officer from time to time during any fiscal year to supplement the County's Airport Administration staff. The types of assignments and tasks for this general services task order, individually, do not involve a significant amount of effort, and, thus, do not lend themselves to a specific task order authorization.

The service and fee for these types of tasks are to be approved by the Airports Director or designee. Assignments under this task order will be undertaken as they are approved. Miscellaneous support services and associated travel expenses will also be billed under this task order.

Personnel

Jeff Schulthess, Officer with L&B, will be the primary person responsible for managing the services associated with this task. L&B staff will be available to support this task order as required based on their expertise and the requirements of the particular task requested.

Budget

L&B proposes a not-to-exceed allowance of \$25,000 for labor and expenses for this task order. Expenses will be reimbursed at cost. Hourly billing rates are consistent with those contained in our contract.

Please let me know if you have any questions regarding the tasks and approach presented above. We look forward to assisting the County with this important assignment.



Sincerely,

Jeffrey J Schulthess

Jeff Schulthess
Executive Vice President

Accepted by:

CLIENT:

Okaloosa County Board of
County Commissioners

By: *[Signature]*

Printed Name: Tracy Stage, A.A.E.

Title: Airports Director

Date: 7.11.23

CONSULTANT:

Landrum & Brown, Incorporated

By: *Jeffrey J Schulthess*

Printed Name: Jeff Schulthess

Title: Executive Vice President

Date: September 5, 2023