

**TASK ORDER APPROVAL FORM**

CONTRACT #: C18-2677-WS

TASK ORDER #: 20 Revision 1

TASK ORDER AMOUNT: ~~\$48,000~~ \$60,000

**CONTRACT #: C18-2677-WS  
POLY, INC.  
MASTER SERVICE AGREEMENT  
EXPIRES: 09/30/2022**

OFFERED BY CONSULTANT:

Poly Inc.  
FIRM'S NAME

Bruce Bradley, P.E.  
REPRESENTATIVE'S PRINTED NAME

*Bruce Bradley*  
SIGNATURE

President July 18, 2022  
TITLE DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

Jeff Littrell  
SIGNATURE

Water & Sewer Director  
TITLE

07/22/2022  
DATE

John Hofstad  
COUNTY ADMINISTRATOR (if applicable)

\_\_\_\_\_  
DATE

**APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual) Table 1**

DeRita Mason  
PURCHASING MANAGER

\_\_\_\_\_  
DATE

Faye Douglas  
OMB Director/DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRMAN (if applicable)

\_\_\_\_\_  
DATE

## TASK ORDER 20 Revision 1

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED FEBRUARY 6, 2018, BETWEEN THE COUNTY OF OKALOOSA COUNTY, FLORIDA AND POLY, INC., WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### Scope of Basic Services for Fiscal Year 2022 General Professional Engineering Services

#### Article A. Purpose:

The purpose of this Task Order is to authorize and direct CONSULTANT (Poly, Inc.) to proceed with professional engineering services for assisting the Okaloosa County Water and Sewer Department (COUNTY) to provide general water and wastewater professional services assistance. The activities that are included are described in "Article B. Scope of Services."

#### Article B. Scope of Services:

The general professional consultation services that CONSULTANT agrees to furnish include, but are not limited to, preparation of studies, reports, fieldwork, and special services, etc., and that are applicable to the General Professional Engineering Services (Project), as requested by COUNTY's representative as described below:

CONSULTANT will provide and perform general professional engineering and related services as authorized by COUNTY that consist of the appropriate items, as follows:

- Attending meetings as requested by representatives of the COUNTY and provide general engineering assistance, consultation, and opinions.
- Perform professional engineering services that might include engineering or environmental rate studies.
- Developing schedules, plans, engineering analyses and evaluations to address small independent issues or projects.
- Providing assistance in identifying and acquiring grants and loans from federal agencies or other applicable sources of funding, as well as any resulting reporting or grant compliance.
- Assisting with permits with federal, state, and local government agency permits (fees to be provided by the COUNTY) and inquiries from regulatory agencies not associated with other projects.
- Assisting the COUNTY to develop conceptual level planning documents and preparing cost estimates, prior to the development of larger task orders, to evaluate the feasibility of different alternatives.
- Preparation of small investigations or evaluations of existing infrastructure (water wells, tanks, lift stations, conveyances) including investigation or evaluations of equipment or unit processes under consideration by the COUNTY for incorporation in their system.
- Performing field investigations and construction observation not associated with other projects or task orders.

- Perform land surveys (boundary and/or topographic) including easement preparation for properties and/or projects in support of on-going operations including property acquisitions.
- Perform Phase I and/or Phase II Environmental Investigations for properties under consideration for acquisition.
- Developing presentations to the Board of COUNTY Commissioners, the general public, regulatory agencies, professional societies, or civic groups regarding projects or activities undertaken or in consideration by the COUNTY.
- Responding to general questions on engineering matters as requested by the COUNTY's designated representative including research into archival information of previous projects.

**Article C. Compensation Provisions:**

As compensation for providing the services described within this Task Order, COUNTY shall pay CONSULTANT in accordance with Section 7 of the February 6, 2018, Agreement, based on the CONSULTANT's Per Diem Rates for the actual time worked on the Project plus Direct Expense incurred for the Project. The budget ceiling for this Task Order is ~~\$48,000.00~~ revised to \$60,000 to accommodate additional quantity of tasks, with scope as described above, that have been encountered during FY 2022.

CONSULTANT will keep COUNTY informed of progress so that the budget and/or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is COUNTY obligated to pay CONSULTANT beyond these limits.



**Article D. Period of Service:**

The schedule for the Project within this Task Order is as follows:

Authorization to Proceed	Upon execution of revised Task Order
Termination of Task Order	September 30, 2022

**Article E. Authorized Representatives:**

The Authorized Representatives designated below are authorized to act with respect to this Task Order. Communications between the parties shall be through the Authorized Representatives:

For CLIENT	For CONSULTANT
<b>Name:</b> Jeff Littrell Director   signature	<b>Name:</b> Bruce Bradley, P.E. President   date
<b>Address:</b> 1804 Lewis Turner Blvd., Suite 300 Fort Walton Beach, FL 32547	<b>Address:</b> P.O. Box 841 Shalimar, FL 32579
<b>Telephone:</b> (850) 651-7172	<b>Telephone:</b> (850) 609-1100

\*\*\*\*\* End \*\*\*\*\*

## DeRita Mason

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**From:** Roland Sims  
**Sent:** Friday, August 12, 2022 3:56 PM  
**To:** DeRita Mason  
**Subject:** RE: Poly Engineering General Services TO-Revision  
**Attachments:** Task Order#20 Gen Eng Svcs (FY 2022) REV 1.pdf

Please find attached for further processing.

Respectfully,

***Roland Sims Jr.***

Executive Assistant II  
Okaloosa County Administrator's Office  
1250 N Eglin Pkwy, Suite 102 | Shalimar, FL 32579  
P: 850.651.7515 | Fax: 850.651.7551  
[MyOkaloosa.com](http://MyOkaloosa.com) | [Facebook](#) | [Twitter](#) |



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 <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Friday, August 12, 2022 1:12 PM  
**To:** Roland Sims <[rosims@myokaloosa.com](mailto:rosims@myokaloosa.com)>  
**Subject:** FW: Poly Engineering General Services TO-Revision

Roland,  
Please have John sign and return, 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:** Faye Douglas <[fdouglas@myokaloosa.com](mailto:fdouglas@myokaloosa.com)>  
**Sent:** Friday, August 12, 2022 1:10 PM  
**To:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>; Jeffrey Hyde <[jhyde@myokaloosa.com](mailto:jhyde@myokaloosa.com)>  
**Subject:** RE: Poly Engineering General Services TO-Revision

See attached.

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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Friday, August 12, 2022 10:38 AM  
**To:** Jeffrey Hyde <[jhyde@myokaloosa.com](mailto:jhyde@myokaloosa.com)>  
**Cc:** Faye Douglas <[fdouglas@myokaloosa.com](mailto:fdouglas@myokaloosa.com)>  
**Subject:** RE: Poly Engineering General Services TO-Revision  
**Importance:** High

Yes, Faye, I will need to send you an updated ITA.

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:** Jeffrey Hyde <[jhyde@myokaloosa.com](mailto:jhyde@myokaloosa.com)>  
**Sent:** Friday, August 12, 2022 10:31 AM  
**To:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>

**Cc:** Faye Douglas <[fdouglas@myokaloosa.com](mailto:fdouglas@myokaloosa.com)>  
**Subject:** Fwd: Poly Engineering General Services TO-Revision

DeRita - can you sign this for me and forward to Faye and Roland - it'll need to go on the ITA, as it exceeds the \$50K limit.

Thanks  
Jeff

Sent from my iPhone

Begin forwarded message:

**From:** Jon Kanak <[jkanak@myokaloosa.com](mailto:jkanak@myokaloosa.com)>  
**Date:** August 12, 2022 at 10:23:47 AM CDT  
**To:** Jeffrey Hyde <[jhyde@myokaloosa.com](mailto:jhyde@myokaloosa.com)>  
**Subject:** FW: Poly Engineering General Services TO-Revision

Jeff,

Attached for your review and signature is a revision to Task Order 20. Once executed, please feel free to send to Faye for signature. Thanks

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**From:** Jeff Littrell <[jlittrell@myokaloosa.com](mailto:jlittrell@myokaloosa.com)>  
**Sent:** Friday, July 22, 2022 4:41 PM  
**To:** Jon Kanak <[jkanak@myokaloosa.com](mailto:jkanak@myokaloosa.com)>  
**Subject:** RE: Poly Engineering General Services TO-Revision

Done.

Jeff Littrell, Director  
Okaloosa County Water & Sewer System  
1804 Lewis Turner Blvd, Suite 300  
Ft. Walton Beach, FL 32547  
850-651-7172  
[jlittrell@myokaloosa.com](mailto:jlittrell@myokaloosa.com)

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**From:** Jon Kanak <[jkanak@myokaloosa.com](mailto:jkanak@myokaloosa.com)>  
**Sent:** Friday, July 22, 2022 4:10 PM  
**To:** Jeff Littrell <[jlittrell@myokaloosa.com](mailto:jlittrell@myokaloosa.com)>  
**Subject:** Poly Engineering General Services TO-Revision

Jeff,

Attached for you review and signature is a revision to Task Order 20 with Poly Engineers. Due to the amount of additional work we have requested them to do, they have asked to increase the original compensation from \$48,000 to \$60,000. If you have any questions or need additional information, please do not hesitate to contact me.

Jon C. Kanak, P.E.  
Engineering Manager  
Okaloosa County Water & Sewer  
Office: 850.609.5098 | Cell: 850.826.0748  
1804 Lewis Turner Blvd. Fort Walton Beach, FL 32547

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