

TASK ORDER APPROVAL FORM

CONTRACT #: C23-3350-AP

TASK ORDER #: 1

TASK ORDER AMOUNT: \$78,750 NTE

CONTRACT #: C23-3350-AP
AIRPORT COORDINATION SERVICES, LLC
AVIATION PROFESSIONAL CONSULTING FOR
THE OKALOOSA COUNTY AIRPORTS
EXPIRATION: 06/20/2025 W/1 1 YR RENEWAL

OFFERED BY CONSULTANT:

Airport Coordination Services, LLC

FIRM'S NAME

Brian Meehan

REPRESENTATIVE'S PRINTED NAME



SIGNATURE

President

TITLE

6/14/2023

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**



SIGNATURE Tracy Stage, A.A.E.

Airports Director

TITLE

6.26.23

DATE

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

- \$25,000 or less approved by Purchasing Manager
- \$25,001 to \$50,000 approved by OMB Director
- Between \$50,001 and \$100,000 approved by Purchasing Director and County Administrator
- In excess of \$100,000 approved by the Board.

DeRita Mason Digitally signed by DeRita Mason
Date: 2023.06.27 06:34:53 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2023.06.27 10:16:11 -05'00'

OMB Director/DATE

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2023.06.28 09:02:45 -05'00'

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

DATE

DATE

Airport Coordination Services, LLC
Task Order Proposal to provide Professional and Technical Support
Services to Destin-Fort Walton Beach Airport (VPS)

Background and Objectives:

The objective is to provide Professional Services through a Master Ordering Agreement whereby VPS obtains support on a task-by-task basis.

Task 1: Implementation and Management

Airport Coordination Services will provide subject matter expertise, as outlined in the master contract, relative to Schedule Management Program associated with managing schedule allocations for Summer 2023 and Winter 2023 seasons; and soliciting Summer 2024 season schedule, including necessary transition from previous contract service provider.

Estimated POP: June 20, 2023 through September 30, 2023

Pricing

Labor will be priced on a Time and Material basis per task order.
Travel, lodging, meals and incidental expenses (M&IE) in direct support of the Task Order requirements will be submitted for advance approval.

- Travel airfare priced at Economy rates
- All invoiced amounts will be in accordance with Joint Travel Regulations (JTR)
- MOA approved Labor rate is listed in contract

Task 1 - Schedule Facilitation Program Management		Labor Category	Total Hours	Hourly Rate
Labor:	\$ 78,750	Aviation SME	NTE 350	\$225.00