

TASK ORDER APPROVAL FORM

CONTRACT #: C23-3350-AP

TASK ORDER #: 3

TASK ORDER AMOUNT: \$78,750 NTE

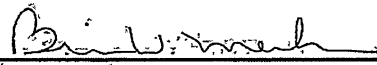
CONTRACT: C23-3350-AP
AVIATION CONSULTING SVS
Aviation Professional Consulting for the
Okaloosa County Airports
EXPIRATION: 06/20/2025 w/1 (1) yr renewal

OFFERED BY CONSULTANT:

Airport Coordination Services, LLC
FIRM'S NAME

Brian Meehan

REPRESENTATIVE'S PRINTED NAME


SIGNATURE


President

TITLE

10-12-2023

DATE

RECOMMENDED FOR APPROVAL
(Department Director)


SIGNATURE Tracy Stage, A.A.E.

Airports Director
TITLE

10.12.23
DATE

John Hofstad
Digitally signed by John Hofstad
Date: 2023.10.17 13:37:49
-05'00'

COUNTY ADMINISTRATOR (if applicable)

DATE

Revised November 3, 2017

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.

Nathaniel A
Hooks

Digitally signed by
Nathaniel A Hooks
Date: 2023.10.16
09:07:23 -05'00'

PURCHASING MANAGER

10.16.2023

DATE

Faye Douglas
Digitally signed by Faye Douglas
Date: 2023.10.16 11:00:02 -05'00'

OMB Director/DATE

10.16.2023

DATE

CHAIRMAN (if applicable)

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 3: SMP 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 Winter 2023 and Summer 2024 seasons.

Estimated POP: October 1, 2023 through February 28, 2024

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

Amber Hammonds

From: Nathaniel Hooks
Sent: Monday, October 16, 2023 9:02 AM
To: Amber Hammonds; CeCelia VandenBroeck; Erin Poole
Subject: FW: Signature Authority

All,

This will need to be added to anything I sign. Thank you.

Regards,

Nathan Hooks
Okaloosa County Purchasing
Services Coordinator

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Thursday, October 12, 2023 6:06 AM
To: Nathaniel Hooks <nhooks@myokaloosa.com>
Cc: Faye Douglas <fdouglas@myokaloosa.com>
Subject: Signature Authority

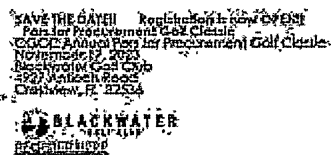
Good morning,

In absence, Nathan Hooks will have signature authority to sign all items that arise which are within Purchasing Manager Authority.

I will be out of the country from October 15-November 5.

Thank you,

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CPP
Purchasing Manager
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, Florida 32536
Office: (850) 689-5960 Ext. 6966
Cell: (850) 826-8010
dmason@myokaloosa.com

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