

Hernando County Board of County Commissioners

Change Order Request

Add Line(s)	Cancel Outstanding Balance	X	Increase/Decrease Funds
Delete Line(s)	Change Project Number		Increase/Decrease Blanket
Cancel Purchase Order	Change Account Number		Increase/Decrease Quantity

Today's Date: 09-09-2025

PO/Contract #: 24001023

Change Order Number: 5

Requisition Number: 24001023

Vendor's Name on PO: CTC DISASTER RESPONSE INC

Department/Employee: TIA OPDYKE

Instructions: In the explanation, details of the request must be provided. All requests must include account number, line item number, project number, new purchase order total. Include details as if entering a new requisition. If change request is due to new agreements, quotes, projects, etc. necessary documents must be attached.

Explanation:

Justification: Contract #: 24-TF00708 Grant GMS #: 570

CO #5 is to increase funds to cover outstanding final invoices and close out this purchase order.

Increase line 2 \$199,999.00 New Line Total \$999,999.00

Add Line 3 \$199,213.58 ; New Line Total \$199,213.58

Old PO Total \$950,000.00 New PO Total \$1,349,212.58

Dept 40011 Account 5303401 Project PTC924

40011-5303401	2	199999.00	PTC924
40011-5303401	3	199213.58	PTC924

Department Approval:LILLIAN HOYT

Date:09-08-2025

Chief Procurement Officer:

Date:

BOCC Approval Date:

(BOCC Required per Purchasing 080E)

000406HERNANDO COUNTY

PROCUREMENT REVIEW FORM

Procurement Contact:	Fran Hallet
Contract No. and Project Description (Task Order & GSM #)	Contract # 24-TF00708 – Disaster and Debris Removal Services
	GMS #570
Vendor Name:	CTC Disaster Response Inc
Purchase Order No.:	24001023
Change Order No.:	Change Order 5

Procurement Agent Review:	<i>Fran Hallet</i>	5/5/2025	Fran Hallet
	Signature	Date	Printed Name
Comments:	<p>Change Order #5 is to increase funds \$399,212.58 to cover outstanding final invoices and close out this purchase order.</p> <p>New PO total \$1,349,212.58</p> <p>No Issues</p>		

Grant Review:	<i>Mindy Rivera</i>	09/09/2025	Mindy Rivera
	Signature	Date	Printed Name
Comments:	<p>Change Order 5 is to increase Line 2 and add line 3 for a total increase of \$399,212.58. The new PO total will be \$1,349,212.58.</p>		
GMS 570 – PTC924	<p>These are expenses related to Hurricane Helene. They are eligible costs from a Disaster Department code and fall within the period of performance.</p> <p>The remaining balance from invoices paid on this PO matches the total increase</p>		

Chief of Procurement Review:			
	Signature	Date	Printed Name
Comments:			

Recommendation:	