



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 23000342-2

PAGE NO. 1

V
E
N
D
O
R

afelton@vectorfleet.com

86731 FAX: 704-921-9880

VECTOR FLEET MANAGEMENT LLC

9300 HARRIS CORNERS PARKWAY

SUITE 350

CHARLOTTE NC 28269

Copy
S
H
I
P
T
O

FLEET MAINTENANCE DIVISION

1525 EAST JEFFERSON STREET

BUILDING C

BROOKSVILLE FL 34601

ORDER DATE: 11/09/22			BUYER: CHALL			REQ. NO.: RQ230219		REQ. DATE: 09/30/23	
TERMS: NET 30 DAYS			F.O.B.: FOB DESTINATION			DESC.: CONTRACT NO. 21-RG0014/PH			
ITEM#	QUANTITY	UOM	DESCRIPTION				UNIT PRICE		EXTENSION
<p>This Contract Blanket Purchase Order is in accordance with Hernando Contract No.21-RG0014/PH (As amended), BOCC Approved on: 7/27/2021, Doc ID No. 18589. The Contract 21-RG0014/PH Terms and Conditions (as amended to include Federal Clauses) apply, and the Purchase Order Terms and Conditions do not apply to this purchase. This Contract will expire on:9/30/2024 .</p> <p>County Contact Person is: Brenda Peshel, Phone Number: (352) 754-4023.</p> <p>Contractor Contact Person: Aubrey Felton, Phone Number: (704) 597-2262</p> <p>4/30/23 Change Order 1 - FH Contract No.21-RG0014/PH Grant Department: Multiple CO #1 Is to INCREASE PO</p> <p>Increase Line 1 \$270,000.00; New Line Total \$770,000.00 New PO Total \$862,058.96 Dept08021 Account530512 line #1 \$770,000.00</p> <p>8021-5305212 1 270,000.00</p>									

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$
				TOTAL \$

PDF Copy

****SEE TERMS AND CONDITIONS ON REVERSE SIDE****

APPROVED BY:

[Signature]

CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

QUANTITY/PRICE

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

INDEMNITY AND INSURANCE

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

DELIVERY

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

PAYMENT

Partial billing will be accepted only for items received within the specified delivery period. Payments for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Hernando County. Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice, in duplicate; to the Ship To Address on the front of the purchase order unless otherwise indicated.

MATERIAL SAFETY DATA SHEET

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

OSHA REQUIREMENT

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

LEGALLY AUTHORIZED WORKFORCE

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at www.hernandocounty.us/pur/.

INSURANCE

Unless otherwise specified, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless limits have been lowered) and with insurers and under forms of policies satisfactory to COUNTY.

<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation Employer's Liability	Statutory requirements at location of work \$ 100,000 each accident \$ 100,000 by employee \$ 500,000 policy limit
(b) Commercial General Liability (Additional Insured & Wavier Of Subrogation)	\$ 2,000,000 General Aggregate \$ 2,000,000 Products-Comp. Ops Agg. \$ 1,000,000 Each Occurrence
(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 5,000 Medical Expense \$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident



HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 23000342-2

PAGE NO. 2

V
E
N
D
O
R

afelton@vectorfleet.com

86731 FAX: 704-921-9880

VECTOR FLEET MANAGEMENT LLC

9300 HARRIS CORNERS PARKWAY

SUITE 350

CHARLOTTE NC 28269

Copy
FLEET MAINTENANCE DIVISION
1525 EAST JEFFERSON STREET
BUILDING C
BROOKSVILLE FL 34601

ORDER DATE: 11/09/22		BUYER: CHALL		REQ. NO.: RQ230219		REQ. DATE: 09/30/23	
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CONTRACT NO. 21-RG0014/PH			
ITEM#	QUANTITY	UOM	DESCRIPTION		UNIT PRICE		EXTENSION
<p>8/9/2023 - CHANGE ORDER NO. 2 - LB Contract No.21-RG0014/PH</p> <p>Increase Line 1 \$324,000.00; New Line Total \$1,094,000.00 New PO Total \$1,186,058.96 Dept08021 Account530512 line #1 \$1,186,058.96</p> <p>8012-5305212 1 324000.00</p>							
01	*****	YR	AUTO MAINTENANCE PARTS AND SUPPLIES		1.0000	1,094,000.00	
02	12.00	YR	MANAGEMENT FEE		7671.5800	92,058.96	
ITEM#	ACCOUNT		AMOUNT	PROJECT CODE	PAGE TOTAL \$ 1,186,058.96		
01	08021	5305212	1,094,000.00		TOTAL \$ 1,186,058.96		
02	08021	5303401	92,058.96				

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY:

[Signature]

CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

QUANTITY/PRICE

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

INDEMNITY AND INSURANCE

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

DELIVERY

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

PAYMENT

Partial billing will be accepted only for items received within the specified delivery period. Payments for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Hernando County. Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice, in duplicate; to the Ship To Address on the front of the purchase order unless otherwise indicated.

MATERIAL SAFETY DATA SHEET

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

OSHA REQUIREMENT

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

LEGALLY AUTHORIZED WORKFORCE

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at www.hernandocounty.us/pur/.

INSURANCE

Unless otherwise specified, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless limits have been lowered) and with insurers and under forms of policies satisfactory to COUNTY.

<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation Employer's Liability	Statutory requirements at location of work \$ 100,000 each accident \$ 100,000 by employee \$ 500,000 policy limit
(b) Commercial General Liability (Additional Insured & Wavier Of Subrogation)	\$ 2,000,000 General Aggregate \$ 2,000,000 Products-Comp. Ops Agg. \$ 1,000,000 Each Occurrence
(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 5,000 Medical Expense \$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**
15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 23000342-2
CHANGE DATE: 08/09/23

PAGE NO. 1

**V
E
N
D
O
R** [afelton@vectorfleet.com
86731 FAX: 704-921-9880
VECTOR FLEET MANAGEMENT LLC
9300 HARRIS CORNERS PARKWAY
SUITE 350
CHARLOTTE NC 28269]

**S
H
I
P
T
O** [**Copy**
FLEET MAINTENANCE DIVISION
1525 EAST JEFFERSON STREET
BUILDING C
BROOKSVILLE FL 34601]

ORDER DATE: 11/09/22		BUYER: CHALL		REQ. NO.: RQ230219		REQ. DATE: 10/06/22	
TERMS: NET 30 DAYS			F.O.B.: FOB DESTINATION		DESC.: CHANGE ORDER - 2		
ITEM#	QUANTITY	UOM	DESCRIPTION		UNIT PRICE		EXTENSION
<div>8/9/2023 - CHANGE ORDER NO. 2 - LB</div> <div>Contract No.21-RG0014/PH</div> <div>Increase Line 1 \$324,000.00; New Line Total \$1,094,000.00</div> <div>New PO Total \$1,186,058.96</div> <div>Dept08021 Account530512 line #1 \$1,186,058.96</div> <div>8012-5305212 1 324000.00</div>							
01	*****	YR	AUTO MAINTENANCE PARTS AND SUPPLIES			.0000	324,000.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	324,000.00
01	08021 5305212	324,000.00		TOTAL \$	324,000.00

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY:

CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

QUANTITY/PRICE

The quantity of materials ordered or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

INDEMNITY AND INSURANCE

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

DELIVERY

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

PAYMENT

Partial billing will be accepted only for items received within the specified delivery period. Payments for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Hernando County. Payment shall be made in accordance with Florida Statute 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice, in duplicate; to the Ship To Address on the front of the purchase order unless otherwise indicated.

MATERIAL SAFETY DATA SHEET

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Florida Statute 442. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to: Hernando County Purchasing and Contracts Department, 20 North Main Street, Room 365, Brooksville, FL 34601-2828.

OSHA REQUIREMENT

The Vendor/Contractor or contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

LEGALLY AUTHORIZED WORKFORCE

VENDOR/CONTRACTOR represents and warrants that VENDOR/CONTRACTOR is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. VENDOR/CONTRACTOR is encouraged (but not required) to incorporate the IMAGE best practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Practices can be found on the COUNTY'S website at www.hernandocounty.us/pur/.

INSURANCE

Unless otherwise specified, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless limits have been lowered) and with insurers and under forms of policies satisfactory to COUNTY.

<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation Employer's Liability	Statutory requirements at location of work \$ 100,000 each accident \$ 100,000 by employee \$ 500,000 policy limit
(b) Commercial General Liability (Additional Insured & Wavier Of Subrogation)	\$ 2,000,000 General Aggregate \$ 2,000,000 Products-Comp. Ops Agg. \$ 1,000,000 Each Occurrence
(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 5,000 Medical Expense \$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident



Hernando County Board of County Commissioners

Change Order Request

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

Today's Date: 08/09/2023

PO/Contract #: 23000342

Change Order Number: 2

Requisition Number: 23000342

Vendor's Name on PO: VECTOR FLEET MANAGEMENT LLC

Department/Employee: MICHELE CORNELL

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 No.21-RG0014/PH

Increase Line 1 \$324,000.00; New Line Total \$1,094,000.00

New PO Total \$1,186,058.96

Dept08021 Account530512 line #1 \$1,186,058.96

8012-5305212 1 324000.00

Department Approval: BRENDA PESHEL Date: 08/09/2023

Chief Procurement Officer: CARLA ROSSITER-SMITH Date: 08/09/2023

BOCC Approval Date:

(BOCC Required per Purchasing 080E)

Revised May, 2012

August 8, 2023

MEMORANDUM

TO: Financial Services, Hernando County Clerk of Circuit Court & Comptroller

THROUGH: Toni Brady, MBA CPM CGFO, Director, Office of Management & Budget *from*

FROM: Carla Rossiter-Smith, MSM PMP, Procurement & Grants Manager

SUBJECT: BOCC Agenda Item Approval

Please accept this memorandum as notification of the Board of County Commissioners approval of the Agenda Items list below at the 8/8/2023 BOCC meeting.

Further evidence of the approval of these items can be found in any relevant executed agreements with the BOCC Chairman's signature on the date of approval, as appropriate and as supplied in relevant requisitions. The BOCC meeting details for the aforementioned date provides additional evidence of approval.

This memorandum is to be used interchangeably with the BOCC Agenda Item stamped with BOCC adopted as proof of BOCC approval required in the County approval process for requisition, budget resolution or grant related items.

Approved Items:

PROCUREMENT

2. Approval of Liquidated Damages for Taxiway A Rehabilitation Project at Brooksville-Tampa Bay Regional Airport (Contract No. 19-CG0119; Amount: \$284,876.08) 12582

3. Award of Contract to Hercules Fence Co., Inc., for Automatic Gate and Fencing Projects at Delta Woods Park and Pioneer Park (Contract No. 23-C00282/TC; Amount: \$92,900.00) 12403

4. Change Order No. 2 to Purchase Order to Polydyne, Inc., f/k/a Fort Bend Services, Inc., for Supply of Polymer for Utilities Department (Amount: \$150,000.00) 12457

5. Change Order No. 2 to Purchase Order to Vector Fleet Management, LLC, for Contractor Operated Parts Store and Associated Budget Resolution (Contract No. 23000342; Amount: \$324,000.00) 12465

6. Final Close-Out of Contract With Rowland, Inc., for Spring Hill Water Reclamation Facility Wastewater Flow Diversion Project (Contract No. 22-C00117/DK; Amount: \$77,874.26) 12568

7. Final Close-Out of Contract With Wharton-Smith, Inc., for Airport Reclamation Facility Phase III Expansion Project (Contract No. 20-CG0122/DK; Amount: \$1,012,143.54) 12567

8. Ratification of Emergency Purchase Order to Goodwin Bros Construction, Inc., for Wallien Drive South Culvert Replacement Project 12474