



## Hernando County Board of County Commissioners

### Change Order Request

<u>  X  </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: 09/25/2023

PO/Contract #: 23001067

Change Order Number: 1

Requisition Number: 23001067

Vendor's Name on PO: WITT OBRIENS LLC

Department/Employee: MARIE WARREN

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: Correction to accounting issued with emergency PO. Work should be charged to 41011-5303401, Transportation Trust Disaster account.

Delete Line 01) under 44481-5303401 -\$50,000.00

Increase estimated funding for contractual monitoring services overseeing debris management of Hurricane Idalia.

Add \$100,000.00 to line 2, 41011-5303401 for a revised total amount of \$100,000.00

Original 50000 and additional 50000 (Total 100000) Quantity @ \$1.00

Revised PO Total: \$100,000.00

41011-5303401	2	100000.00	PTD23
44481-5303401	1	50000.00-	PTD23

Department Approval: ELAINE N SINGER Date: 09/20/2023

Chief Procurement Officer: ALISA PIKE Date: 09/22/2023

BOCC Approval Date: \_\_\_\_\_

(BOCC Required per Purchasing 080E)

Revised May, 2012

# HERNANDO COUNTY

## PURCHASING REVIEW FORM

Procurement	Lindsey Brown
Contract purpose: (briefly describe)	EPO for contractual monitoring services overseeing debris management of Hurricane Idalia. PO 23001067
Vendor Name:	Witt Obriens LLC
REQ#ITB/ RFP/Q#:	Change Order 1
Received Document	

Procurement Agent Review:	<i>Lindsey Brown</i>	9/25/23	Lindsey Brown
	Signature	Date	Printed Name
Comments:	CO #1 is requested to correct department and account fund to 41011-5303401 as well as add \$50,000 to the PO. New PO total will be \$100,000.00  NO ISSUES		

Grant Review:	<i>Erin Kluis Briggs</i>	09/25/23	Erin Kluis Briggs
	Signature	Date	Printed Name
Comments:	Terms: Hurricane Idalia disaster declaration August 27-Sept 4, 2023, President Disaster Declaration 8-28-23 & continuing, allowable expense for FEMA-PA CAT-1. This PO will lower 44481-5303401 by \$50,000 due to change in code to 41011-5303401. Additionally, it will add \$50,000 for a total of \$100,000 to be used for debris removal Monitoring services as it relates to Hurricane Idalia recovery efforts. Expense appears to be necessary, reasonable, allowable, falls under emergency restoration measures. Grant compliance review completed; no issues found. OK to process.		

Chief of Procurement Review:			
	Signature	Date	Printed Name
Comments:			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>APPROVED</b>  <i>By Carla Rossiter-Smith at 4:27 pm, Sep 25, 2023</i> </div>			

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

**PURCHASE ORDER-CHANGE NO. 23001067-1**

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ar@wittobriens.com  
47132  
WITT O'BRIENS LLC  
1201 15TH ST NW  
SUITE 600  
WASHINGTON DC 20005

FAX: 202-580-8902

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COUNTY ADMINISTRATION  
1525 EAST JEFFERSON STREET  
BUILDING A  
BROOKSVILLE FL 34601  
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ORDER DATE: 08/28/23			BUYER: LBROWN			REQ. NO.: 0		REQ. DATE:	
TERMS: NET 30 DAYS			F.O.B.: DESTINATION			DESC.: EPO IDALIA 23 DEBRIS			
ITEM#	QUANTITY	UOM	DESCRIPTION				UNIT PRICE		EXTENSION
<p>This Emergency Purchase is in accordance Hernando County Purchasing Policy 060F. The estimated dollar amount reflected is only a County estimate. The Contractor/Vendor shall provide final invoice to the County Project Manager detailing the actual costs involve for final invoicing amount. The Department will process a Change Order to the Purchase Order revising the amount of the emergency for processing and payment by Accounts Payable. County Terms and Conditions are identified this purchase order. The County Contact Person is: Todd Crosby, Phone Number: 352-754-4060 The Contractor Contact is: Curt Johnson, Phone Number: 207-263-4454</p> <p>9/25/2023 - CHANGE ORDER NO. 1 - LB Correction to accounting issued with emergency PO. Work should be charged to 41011-5303401, Transportation Trust Disaster account. Delete Line 01) under 44481-5303401 -\$50,000.00 Increase estimated funding for contractual monitoring services overseeing debris management of Hurricane Idalia. Add \$100,000.00 to line 2, 41011-5303401 for a revised total amount of \$100,000.00</p>									

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

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

**APPROVED BY:**

*[Signature]*

CHIEF PROCUREMENT OFFICER



**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR  
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**PURCHASE ORDER-CHANGE NO. 23001067-1**

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Original 50000 and additional 50000 (Total 100000) Quantity @ \$1.00 Revised PO Total: \$100,000.00								
41011-5303401 2 100000.00 PTD23								
44481-5303401 1 50000.00- PTD23								
01	.00		JOB EPO PREPARATION OF IDALIA 23 - DISASTER			1.0000	.00	
02	100000.00		JOB EPO PREPARATION OF IDALIA 23 - DISASTER			1.0000	100,000.00	
ITEM#	ACCOUNT		AMOUNT	PROJECT CODE		PAGE TOTAL \$ 100,000.00		
01	44481	5303401	.00	PTD23		<b>TOTAL \$ 100,000.00</b>		
02	41011	5303401	100,000.00	PTD23				

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

**APPROVED BY:**

*[Signature]*

CHIEF PROCUREMENT OFFICER



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

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**CHANGE DATE:** 09/25/23

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01	44481	5303401	-50,000.00	PTD23	<b>TOTAL \$</b>		<b>-50,000.00</b>									

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*[Signature]*

CHIEF PROCUREMENT OFFICER