

PURCHASING POLICY EXCEPTION FORM

PD 9/19/25
PO 25000412
CK V529157
VN 16661

FROM:

DATE: September 16th, 2025

DEPARTMENT: Parks & Recreation

VENDOR: Property Services GC

DEPT DIRECTOR/

MGR SIGNATURE:



DATE: 9-16-2025

Amount of Invoice: \$48,794.00

Invoice Date: July 18, 2025

The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

The items listed in Change Order #1 were completed prior to approval of the CO. These items were verbally authorized during the pre-construction meeting to address safety concerns. As such, payment is due as submitted in this Pay-App.

Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.

TO: CHIEF PROCUREMENT OFFICER

Please review, and upon approval, forward to County Administration.



Date: 9/17/25

Resolution: Approved for payment with Pay App 2 per PMs comments above. The amount of the work billed under the pay app that was approved with CO 1 is from lines 34, 35, and 40 of the pay app and totals \$28,571.01 less retainage. A discussion was had with the department that an approved CO must precede work authorization.

To process this disbursement, the request must be approved by the County Administrator.

TO: COUNTY ADMINISTRATOR

Please review, and upon approval, forward to the Finance Department for processing.

APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee):



DATE: 09/17/2025

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR

APPROVED

By Joshua Stringfellow at 1:25 pm, Sep 17, 2025

Date:

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: September 16th, 2025

DEPARTMENT: Parks & Recreation

VENDOR: Property Services GC

DEPT DIRECTOR/

MGR SIGNATURE: *R. A. Talmage*

DATE: 9-16-2025

Amount of ~~Invoice~~ ^{CO#1} \$48,794.00

Invoice Date: July 18, 2025

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Cake Rose Jett

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TO: COUNTY ADMINISTRATOR

Please review, and upon approval, forward to the Finance Department for processing.

APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): *See attached email from T. Brady -df

DATE: _____

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR

APPROVED

By Joshua Stringfellow at 1:25 pm, Sep 17, 2025

Date: _____

Denise Flores

From: Shanon Aguayo
Sent: Wednesday, September 17, 2025 1:37 PM
To: Denise Flores
Subject: FW: PPE Immediate Signature Requested

Just an FYI -for processing.

Shanon Aguayo
Accounts Payable | Account Payable Coordinator
Office of Doug Chorvat Jr., Clerk of Circuit Court and Comptroller
Phone: 352-540-6328 | Email: SAguayo@hernandoclerk.org
20 N Main Street, Brooksville, FL 34601
[Visit our Website](#) | [Facebook](#) | [Twitter](#) | [How are we doing?](#) | [Property Fraud Alert](#)

NOTICE:

Please note: Florida has a very broad Public Records Law. Most written communications to or from the Clerk's Office are public records available to anyone upon request. Your e-mail, including your e-mail address, may therefore, be subject to public disclosure.

From: Toni Brady <TBrady@co.hernando.fl.us>
Sent: Wednesday, September 17, 2025 1:35 PM

To: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>; Jessica L Wright <JLWright@co.hernando.fl.us>
Cc: Jeffrey Rogers <JRogers@co.hernando.fl.us>; Joshua Stringfellow <jstringfellow@hernandoclerk.org>; Shanon Aguayo <SAguayo@hernandoclerk.org>
Subject: Re: PPE Immediate Signature Requested

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I approve for processing. I will sign on our next break.

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From: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>
Sent: Wednesday, September 17, 2025 1:23:31 PM
To: Jessica L Wright <JLWright@co.hernando.fl.us>
Cc: Jeffrey Rogers <JRogers@co.hernando.fl.us>; Toni Brady <TBrady@co.hernando.fl.us>; Josh Stringfellow

<jstringfellow@hernandoclerk.org>; Shanon Aguayo <saguayo@hernandoclerk.org>

Subject: PPE Immediate Signature Requested

Hi Jess,

The attached PPE is ready for Jeff or Toni's signature. Apologies for the rush request, but the hope is to get this processed for payment in the next check run so as not to further delay payment to the contractor. I had a chance to brief Toni on this request.

Thanks,

Carla Rossiter-Smith, MSM, PMP, GPC

Chief Procurement Officer

Crossiter-smith@co.hernando.fl.us

Office: (352) 540-6544

Cell: (352) 667-4272

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER ATTN: Attn:
Hernando County Board of County Commissioners
15470 Flight Path Drive
Brooksville, FL 34604

FROM CONTRACTOR: Property Services GC
Address: 12250 Buckingham Way
Spring Hill, FL 34609
Phone: 813-892-3769

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below in connection with the Contract.

1 ORIGINAL CONTRACT SUM	\$ 848,982.50
2 NET CHANGE BY CHANGE ORDERS	\$ 48,794.00
3 CONTRACT SUM TO DATE (Line 1 + 2)	\$ 897,776.50
4 TOTAL COMPLETED & STORED TO DATE	\$ 330,053.50
5 RETAINAGE:	\$ 16,502.68
5 % of Completed Work and Stored Material	
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	\$ 313,550.82
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior request)	\$ 186,088.37
8 CURRENT PAYMENT DUE	\$ 127,462.45
9 BALANCE TO FINISH, INC RETAINAGE (Line 3 Less Line 6)	\$ 584,225.68

Non-PO #88846
04441-5606301 = \$99,071.00
37265-5606301 = \$35,100.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved previously	\$ -	
Total changes approved this pay	\$48,794.00	
	TOTALS	
NET CHANGES by Change Order	\$48,794.00	✓

I hereby certify that the work performed and the materials supplied to date, as shown above, represent the actual value of accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and HCUD, relating to the above referenced project.
I also certify that payments, less applicable retainage, have been made through the period covered by the previous payments received from the contractor, to (1) all subcontractors and (2) for all materials and labor used on or in connections with the performance of the Contract. I further certify I have complied with Federal, State and local tax laws, including Social Security laws and unemployment Compensation laws and Worker's Compensation law insofar as applicable to the performance of the contract.

CONTRACTOR:
Property Services GC
By: 
Date: 8-15-25

NOTARY SEAL:
State Of:
Subscribed and sworn to before me this 15 day
of Aug, 2025.
My Commission expires:

MICHELLE NICOLINI
Commission # HH 157300
Expires November 18, 2025
Bonded thru Budget Notary Services

ENGINEER'S RECOMMENDATION FOR PAYMENT:

In accordance with the Contract documents based on site observations and the data comprising the above application to the best of the PROFESSIONAL'S knowledge the WORK has progressed as indicated and this APPLICATION FOR PAYMENT meets the requirements of the Contract and payment is recommended.

By:   Date: 9-8-2025

Approved By: 
Community Services Director
Title:

\$ 127,462.45
Amount: 09/05/25
Date:

M	L	DESCRIPTION LIST CONTRACT ITEMS, CHANGE ORDER ITEMS AND DEDUCTIONS, EACH WITH SUBTOTAL	CONTRACT		PREVIOUS APPLICATIONS		THIS PERIOD		TO DATE		BALANCE TO COMPLETE					
			UNIT	SCHEDULED QUANTITY	SCHEDULED UNIT VALUE	TOTAL SCHEDULED VALUE	QUANTITY	VALUE	QUANTITY	VALUE	TOTAL VALUE STORED MATERIALS	TOTAL COMPLETED AND STORED TO DATE	PERCENT COMPLETE	QUANTITY	VALUE	RETAINAGE HOLD @5%
		Mobilization	LS	1.00	\$ 137,000.00	\$ 137,000.00	1	\$ 137,000.00		\$ -	\$ 137,000.00	100%	0.00	\$ -	\$ -	\$ 6,850.00
		Site - Selective Demolition Remove & Store (plaques, flag poles)	LS	1.00	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00		\$ -	\$ 3,000.00	100%	0.00	\$ -	\$ -	\$ 150.00
		Concrete Demolition & Removal	SY	90.00	\$ 222.25	\$ 20,022.50	90	\$ 20,022.50		\$ -	\$ 20,022.50	100%	0.00	\$ -	\$ -	\$ 1,000.13
		Asphalt Demolition and Removal	SY	16.00	\$ 950.00	\$ 15,200.00		\$ -		\$ -	\$ -	0%	16.00	\$ 15,200.00	\$ -	\$ -
		Existing Striping Removal (waterblast only)	LS	1.00	\$ 1,000.00	\$ 1,000.00		\$ -	20	\$ 30,000.00	\$ 30,000.00	77%	6.00	\$ 9,000.00	\$ 1,500.00	\$ -
		Foundation Systems	CY	26.00	\$ 1,500.00	\$ 39,000.00		\$ -		\$ -	\$ -	0%	125.00	\$ 20,625.00	\$ -	\$ -
		16-inch Concrete Slab (Flagpole curb)	SF	125.00	\$ 165.00	\$ 20,625.00		\$ -	180	\$ 35,100.00	\$ 35,100.00	53%	160.00	\$ 31,200.00	\$ 1,755.00	\$ -
		Walls 8" AC-1 Architectural Concrete	SF	340.00	\$ 195.00	\$ 66,300.00		\$ -		\$ -	\$ -	0%	25.00	\$ 62,500.00	\$ -	\$ -
		Sealing	CY	25.00	\$ 2,500.00	\$ 62,500.00		\$ -		\$ -	\$ -	0%	105.00	\$ 21,000.00	\$ -	\$ -
		Stairs	SF	105.00	\$ 200.00	\$ 21,000.00		\$ -		\$ -	\$ -	0%	27.00	\$ 30,105.00	\$ -	\$ -
		Monument Curb DB-1 Decorative Ground Face Block	LF	27.00	\$ 1,115.00	\$ 30,105.00		\$ -		\$ -	\$ -	0%	1,870.00	\$ 45,815.00	\$ -	\$ -
		Sidewalks CR-1 Remot Finished Concrete	SF	1870.00	\$ 24.50	\$ 45,815.00		\$ -		\$ -	\$ -	0%	64.00	\$ 5,170.00	\$ -	\$ -
		Trench Drain Systems	LF	64.00	\$ 55.00	\$ 5,170.00		\$ -		\$ -	\$ -	0%	24.00	\$ 4,800.00	\$ -	\$ -
		PVC Trench Drain Connections	LF	24.00	\$ 200.00	\$ 4,800.00		\$ -		\$ -	\$ -	0%	229.00	\$ 10,305.00	\$ -	\$ -
		12-in CMU wall	SF	229.00	\$ 45.00	\$ 10,305.00		\$ -		\$ -	\$ -	0%	67.00	\$ 11,725.00	\$ -	\$ -
		12-in Decorative Block	SF	67.00	\$ 175.00	\$ 11,725.00		\$ -		\$ -	\$ -	0%	28.00	\$ 6,240.00	\$ -	\$ -
		Handrails (wall mounted)	LF	28.00	\$ 240.00	\$ 6,240.00		\$ -		\$ -	\$ -	28%	0.74	\$ 28,120.00	\$ -	\$ 494.00
		Electrical Services (Disconnect Switch, New Pedestal, Time Clock	LS	1.00	\$ 38,000.00	\$ 38,000.00	0.28	\$ 9,880.00	0.5	\$ 40,500.00	\$ 40,500.00	30%	0.70	\$ 94,500.00	\$ 2,025.00	\$ -
		Light Fixtures, Materials & Installation	LS	1.00	\$ 135,000.00	\$ 135,000.00		\$ -		\$ -	\$ -	100%	0.00	\$ -	\$ -	\$ 235.00
		8ft Fencing	EA	450.00	\$ 10.00	\$ 4,500.00	450	\$ 4,500.00		\$ -	\$ 4,500.00	100%	0.00	\$ -	\$ -	\$ 75.00
		Tree Removal	EA	2.00	\$ 750.00	\$ 1,500.00	2	\$ 1,500.00		\$ -	\$ 1,500.00	100%	0.00	\$ -	\$ -	\$ 1,000.00
		Earthwork (Add & Remove) and Grading (rough and Final)	LS	1.00	\$ 40,000.00	\$ 40,000.00	0.5	\$ 20,000.00		\$ -	\$ 20,000.00	50%	0.50	\$ 20,000.00	\$ -	\$ -
		30 FT Flag Pole	EA	6.00	\$ 4,500.00	\$ 27,000.00		\$ -		\$ -	\$ -	0%	6.00			

MATERIALS STORED ON SITE

[illegible]

Mark A. Lauer

Pay-App 02

08/25/2025