



Board of County Commissioners

AGENDA ITEM

Meeting: 01/29/2026
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 16951
Legal Request Number:
Bid/Contract Number: 26-P0268

TITLE

Increased Annual Expenditure and Change Order No. 2 to Purchase Order With Design Lab, Inc., for Uniforms and Related Items for Hernando County Fire Rescue and Emergency Services (Contract No. 26-P0268; Amount: \$110,000.00)

BRIEF OVERVIEW

On October 27, 2025, the Utilization of Fire Rescue uniforms and related items was approved by the Chief Procurement Officer (CPO) for Brevard County Contract No. B-2-25-37, Hernando County File No. 26-P0268, to Design Lab, Inc., for \$45,000.00. The purchase order was originally issued for \$25,000.00.

Change Order No. 1 in the amount of \$15,000.00 was approved by the CPO on December 16, 2025, for new recruits and Class A uniform purchases.

Hernando County Fire Rescue and Emergency Services has requested an increase for Purchase Order No. 26000271.

Change Order No. 2 in the amount of \$110,000.00, would increase the purchase order to \$150,000.00, to increase orders for uniform requirements.

Hernando County Fire Rescue Department is also requesting an increase to annual spend for Contract No 26-P0268 for an estimated \$150,000.00 per year.

FINANCIAL IMPACT

Funding in the amount of \$150,000.00 is available for FY2026 in the following:

Expense:

Fund: 1661 - HC FIRE RESCUE - FIRE, Department: 02261 - HC FIRE RESCUE - FIRE, Account: 5305205 - CLOTHING & UNIFORM APPRL, totaling \$75,000.00

Fund: 1691 - HC FIRE RESCUE - RESCUE, Department: 02491 - HC FIRE RESCUE - RESCUE, Account: 5305205 - CLOTHING & UNIFORM APPRL, totaling \$75,000.00

Funds will continue to be budgeted in both Hernando County Fire and Rescue in future years.

LEGAL NOTE

The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve Change Order No. 2 in the amount of \$110,000.00 to

Design Lab, Inc., for Purchase Order No. 26000271, bringing the total purchase order amount to \$150,000.00. It is further recommended the Board approve an increase in the annual expenditure for an estimated annual spend of \$150,000.00 and authorize the CPO approve change orders as they become necessary and required up to annual budgeted amounts.

REVIEW PROCESS

Kelly Trout	Approved	01/05/2026	5:13 PM
Amelia Gebala	Approved	01/06/2026	9:38 AM
Paul Hasenmeier	Approved	01/07/2026	11:27 AM
Erin Dohren	Approved	01/15/2026	3:06 PM
Carla Rossiter-Smith	Approved	01/16/2026	9:08 AM
Pamela Hare	Approved	01/16/2026	2:42 PM
Melissa Tartaglia	Approved	01/16/2026	3:54 PM
Heidi Prouse	Approved	01/20/2026	11:48 AM
Toni Brady	Approved	01/21/2026	7:50 PM
Jeffrey Rogers	Approved	01/22/2026	7:17 AM
Colleen Conko	Approved	01/22/2026	8:00 AM



PROCUREMENT DEPARTMENT

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January 29, 2026

MEMORANDUM

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

FROM: Carla Rossiter-Smith, MSM PMP, Chief Procurement Officer

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 **1/29/2026** 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 ITEMS

1. **16956** Consideration of Proposal From Florida Agricultural and Mechanical University for Chinsegut Hill Retreat and Conference Center Operational Responsibility
2. **16949** Change Order No. 3 to Purchase Order With Centrifuge-Systems, LLC, for Lease of Centrifuge Equipment for Utilities Department (Contract No. 25-SS0205/JC; Amount: \$90,000.00)
3. **16951** Increased Annual Expenditure and Change Order No. 2 to Purchase Order With Design Lab, Inc., for Uniforms and Related Items for Hernando County Fire Rescue and Emergency Services (Contract No. 26-P0268; Amount: \$110,000.00)
4. **16957** Utilization of Seminole County Schools Contract With Thompson Safety, LLC, for Fire Extinguishing Systems Inspections and Servicing for Facilities Maintenance Department (Contract No. 26-P0276; Amount: \$120,000.00)