



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

PURCHASE ORDER-CHANGE NO. 24001026-1

PAGE NO. 1

localgov@thf.cpa

103956

THOMAS HOWELL FERGUSON PA

2615 CENTENNIAL BLVD STE 200

TALLAHASSEE FL 32308-0502

HERNANDO COUNTY EOC

18900 CORTEZ BLVD

BROOKSVILLE FL 34601

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ORDER DATE: 09/24/24			BUYER: MPAGILLO			REQ. NO.: 0		REQ. DATE:	
TERMS: NET 30 DAYS			F.O.B.: DESTINATION			DESC.: EPO EMERGENCY PLANNING			
ITEM#	QUANTITY	UOM	DESCRIPTION				UNIT PRICE		EXTENSION
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. Contract #23-TFG0218 will expire on 1/22/2026. The county will issue a Notice to Proceed (NTP) for the work to begin. The County Contact Person is: Erin Thomas The Contractor Contact is: Steve Stevens III, Phone Number: (850)521-3149 sstevens@thf-cpa.com 12/5/2024 Change Order No 1 - MP CHANGE ORDER NO. 1 IS TO CORRECT THE NOTES ON THIS EMERGENCY PURCHASE ORDER: REPLACE HERNANDO COUNTY PURCHASING POLICY 060F WITH HERNANDO COUNTY PROCUREMENT POLICY. 40011-5303401 0 .00									

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

****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

The Contractor shall maintain in effect at all times during the performance of the services insurance coverage according to the Contract between Contractor and COUNTY. All waiver of subrogation provisions of the Contract apply. In the absence of a current Contract, 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 the County agrees in writing to lower limits) and with insurers and under forms of policies satisfactory to COUNTY; Contractor shall endorse Hernando County as an additional insured on the commercial general liability (additional insured shall read "Hernando County Board of County Commissioners"); Contractor waives subrogation as to the General Liability policy unless a policy condition prohibits pre-loss waiver of subrogation, in which case Contractor shall request of the insurer that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others unless such policy prohibits such an endorsement or voids coverage should VENDOR/CONTRACTOR enter into such an agreement on a pre-loss basis.

<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 & Waiver Of Subrogation)	\$ 2,000,000 General Aggregate \$ 2,000,000 Products-Comp. Ops Agg. \$ 1,000,000 Each Occurrence \$ 5,000 Medical Expense
(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident



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ITEM#	QUANTITY	UOM	DESCRIPTION			UNIT PRICE		EXTENSION
01	25000.00	JOB	EPO FOR EMERGENCY PLANNING CONSULTING SERVICES			1.0000		25,000.00

ITEM#	ACCOUNT		AMOUNT	PROJECT CODE	PAGE TOTAL \$		25,000.00
					TOTAL \$		25,000.00
01	40011	5303401	25,000.00	PTC924			

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APPROVED BY:

CHIEF PROCUREMENT OFFICER

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01	.00		JOB EPO FOR EMERGENCY PLANNING CONSULTING SERVICES			.0000	.00	
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01	40011	5303401	.00	PTC924	TOTAL \$			.00

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Hernando County Board of County Commissioners

Change Order Request

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

Today's Date: 12-05-2024

PO/Contract #: 24001026

Change Order Number: 1

Requisition Number: 24001026

Vendor's Name on PO: THOMAS HOWELL FERGUSON PA

Department/Employee: LINDSEY BROWN

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: CHANGE ORDER NO. 1 IS TO CORRECT THE NOTES ON THIS EMERGENCY PURCHASE ORDER:

REPLACE HERNANDO COUNTY PURCHASING POLICY 060F WITH HERNANDO COUNTY PROCUREMENT POLICY.

40011-5303401 0 .00

Department Approval: KELLY TROUT Date: 12-04-2024

Chief Procurement Officer: FRAN HALLET Date: 12-04-2024

BOCC Approval Date: _____

(BOCC Required per Purchasing 080E)

Revised May, 2012