

# PURCHASING POLICY EXCEPTION FORM

**FROM:**

DATE: 10/7/2022

DEPARTMENT: Administration

Shawn Foster VENDOR: Sunrise Consulting Group

DEPT DIRECTOR/  
MGR SIGNATURE:

*Seby H Phillip* DATE: 10/7/22

Amount of Invoice: \$6,000.00

Invoice Date: 9/6/2022

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

An extension to Contract # 13-Q00016/PH was issued that allowed services to continue until all special sessions were complete. Purchase Order# 22000780 was advertently closed prior to the final invoice being received. We are requesting payment of September invoice # 1188.

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.

*Chris Resch*

Date: 10-7-22

Resolution: The PO was closed prior to Final invoice. This is not truly a policy exception but necessary to process payment in the system.

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: 10/7/22

*Seby H Phillip*

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/  
ASST. FINANCE DIRECTOR

*Frances Pioszak*

Date

APPROVED

By Frances Pioszak at 3:36 pm, Oct 10, 2022

# INVOICE

**Sunrise Consulting Group**  
5957 Riviera Ln  
New Port Richey, FL 34655

Teresa@scgroup.us  
+1 7278087587



## Hernando County Government

**Bill to**

Jessica Wright  
Hernando County Government  
20 North Main St. Rm 263  
Brooksville, FL 34601

**Ship to**

Jessica Wright  
Hernando County Government  
20 North Main St. Rm 263  
Brooksville, FL 34601

**Invoice details**

Invoice no. : 1188  
Invoice date : 9/6/22  
Terms : Due on receipt  
Due date : 9/6/22

Product or service

Amount

- 1. **Monthly Consulting**  
September

1 unit x \$6,000.00

\$6,000.00

**Total**

**\$6,000.00**

**Overdue**

9/6/22



**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR  
BROOKSVILLE, FL 34604

**PURCHASE ORDER NO.** 22000780

PAGE NO. 1

foster@scgrop.us

50052

SHAWN FOSTER

5957 RIVIERA LANE

NEW PORT RICHEY FL 34655

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COUNTY ADMINISTRATOR  
15470 FLIGHT PATH DR.

BROOKSVILLE FL 34604

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ORDER DATE: 04/28/22		BUYER: JLWRIGHT		REQ. NO.: RQ220877	REQ. DATE: 06/30/22		
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CONTRACT 13-Q00061			
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION		
			<p>This Purchase is in accordance with Hernando County Contract No. 13-Q00016/PH Entitled. Lobbying and Consulting Services, BOCC Approved on: 12/18/2012, DOC ID No. 7478.</p> <p>The Contract was extended and approved by the BOCC on DOC ID No. 8198, 8857, 9453, 10624, 14865, and most recent on 9/14/21 DOC ID No. 18710 extending the agreement through the end of the current Legislative session.</p> <p>The Contract No. 13-Q00016/PH Terms and Conditions apply, and the Purchase Order Terms and Conditions do not apply to this purchase. This Contract will expire at the end of the current legislative session, which typically goes through March, unless extended (Amendment No. 6)</p> <p>The Legislative session was extended until the end of June 2022.</p> <p>Services for consulting/lobbyist services to provide assistance with Restore Act Funding, development of Hernando County Strategic Plan and development of Legislative Agenda for elected officials.</p>				

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

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

**APPROVED BY:**

CHIEF PROCUREMENT OFFICER



**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR  
BROOKSVILLE, FL 34604

**PURCHASE ORDER NO.** 22000780

PAGE NO. 2

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COUNTY ADMINISTRATOR

15470 FLIGHT PATH DR.

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ORDER DATE: 04/28/22		BUYER: JLWRIGHT		REQ. NO.: RQ220877	REQ. DATE: 06/30/22
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CONTRACT 13-Q00061	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
01	3.00	MO	Project Manager: County Administrator, Jeffrey Rogers 352-754-4002 CONSULTING SERVICES, ASSISTANCE WITH RESTORE ACT FUNDING, DEVELOPMENT AND IMPLEMENTATION	3250.0000	9,750.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	9,750.00
01	01051 5303101	9,750.00		<b>TOTAL \$</b>	<b>9,750.00</b>

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\*\*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/](http://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 & 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