



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 24001023-3

PAGE NO. 1

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ggathers@ctcdisaster.com

79811 FAX: 785-478-4195

CTC DISASTER RESPONSE INC

6021 SW 29TH STREET

PMB #130

TOPEKA KS 66614

PDF

COPY

ADMINISTRATION
1525 EAST JEFFERSON STREET
BUILDING A
BROOKSVILLE FL 34601

ORDER DATE: 09/23/24			BUYER: LBROWN			REQ. NO.: 0		REQ. DATE:	
TERMS: NET 30 DAYS			F.O.B.: DESTINATION			DESC.: EPO PTC924 DEBRIS			
ITEM#	QUANTITY	UOM	DESCRIPTION				UNIT PRICE		EXTENSION
<p>This Emergency Purchase is in accordance with 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. Contract Terms and Conditions apply; Hernando County Contract # 24-TF00708; Contract expires July 29, 2027. The County will issue a Notice to Proceed (NTP) for the work to begin.</p> <p>The County Contact Person is: Scott Herring, Phone Number: (352) 587-4934 The Contractor Contact is: Jeremy Britton, Phone Number: (256) 749-4886 Email: jbritton@ctcdisaster.com</p> <p>12/23/2024 Change Order No 1 - MP CHANGE ORDER NO. 2 IS TO CORRECT THE NOTES ON THIS EMERGENCY PURCHASE ORDER, REVISED BELOW: This Emergency Purchase is in accordance with Hernando County Procurement Policy. The dollar amount reflected</p>									

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

PDF COPY

Carl Rouse - Jmt

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.

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QUANTITY/PRICE

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INDEMNITY AND INSURANCE

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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.

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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.

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<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 & Wavier 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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TERMS: NET 30 DAYS			F.O.B.: DESTINATION			DESC.: EPO PTC924 DEBRIS			
ITEM#	QUANTITY	UOM	DESCRIPTION				UNIT PRICE		EXTENSION
<p>is only a county estimate. The Contractor/Vendor shall provide the final invoice to the County Project Manager detailing the actual costs for the 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. The County Purchase Order Terms and Conditions (T&C) shall prevail.</p> <p>Contract #: 24-TF00708 Contract Expiration Date: 7/29/2027 GMS# 570</p> <p>The County Contact Person is: Scott Herring, Phone Number: (352)587-4934 The Contractor Contact is: Jeremy Britton, Phone Number: (256)749-4886 Email: jbritton@ctcdisaster.com</p> <p>12/23/2024 Change Order No 1 - MP</p> <p>Contract #: 24-TF00708 Grant GMS #: 570 CO #1 is to allow for continued response to Hurricane Helene-PTC924. Increase Line 1) \$50,000.00; New Line Total</p>									

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

PDF COPY

Carl Rouse - Jmt

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HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

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NEW ADMINISTRATION

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ITEM#	QUANTITY	UOM	DESCRIPTION				UNIT PRICE		EXTENSION
<p>\$150,000.00 Old PO Total \$100,000.00 New PO Total \$150,000.00 Dept 44481 Account 5303401 Project Code PTC924 Line #1 \$50,000.00</p> <p>Change Order #2 completed to correct the notes on an emergency purchase order.</p> <p>44481-5303401 1 50000.00 PTC924</p> <p>4/9/2025 Change Order No 3 - MP Contract #: 24-TF00708 Grant GMS #: 570 CO #3 is to increase funds to cover outstanding and additional invoices that we receive before finalization of this purchase order.</p> <p>Add line 2 - \$750,000.00; New Line Total \$900,000.00</p> <p>Old PO Total \$150,000.00 New PO Total \$900,000.00 Dept 40011 Account 5303401 Project Code PTC924 Line #1 \$750,000.00</p> <p>40011-5303401 1 750000.00 PTC924</p>									

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VENDOR | ggathers@ctcdisaster.com
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APPROVED BY:

Carl Rasch - Int

CHIEF PROCUREMENT OFFICER

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Hernando County Board of County Commissioners

Change Order Request

<input checked="" type="checkbox"/> Add Line(s)	Cancel Outstanding Balance	<input checked="" type="checkbox"/> Increase/Decrease Funds
Delete Line(s)	Change Project Number	Increase/Decrease Blanket
Cancel Purchase Order	Change Account Number	Increase/Decrease Quantity

Today's Date: 04-09-2025

PO/Contract #: 24001023

Change Order Number: 3

Requisition Number: RQ0

Vendor's Name on PO: CTC DISASTER RESPONSE INC

Department/Employee: CASEY PHILLIPS

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: Contract #: 24-TF00708 Grant GMS #: 570

CO #3 is to increase funds to cover outstanding and additional invoices that we receive before finalization of this purchase order.

Add line 2 - \$750,000.00; New Line Total \$900,000.00

Old PO Total \$150,000.00 New PO Total \$900,000.00

Dept 40011 Account 5303401 Project Code PTC924 Line #1 \$750,000.00

40011-5303401 1 750000.00 PTC924

Department Approval: LILLIAN HOYTDate: 03-10-2025Chief Procurement Officer: FRAN HALLETDate: 04-09-2025

BOCC Approval Date: _____

(BOCC Required per Purchasing 080E)

Revised May, 2012

000406HERNANDO COUNTY PROCUREMENT REVIEW FORM

Procurement Contact:	Mary Pagillo
Contract No. and Project Description (Task Order & GSM #)	Contract # 24-TF00708 – Disaster and Debris Removal Services GMS #570
Vendor Name:	CTC Disaster Response Inc
Purchase Order No.:	24001023
Change Order No.:	Change Order 3

Procurement Agent Review:	<i>Mary Pagillo</i>	3/17/2025	Mary Pagillo
	Signature	Date	Printed Name
Comments:	<p>Change Order #3 is to increase funds to cover outstanding and additional invoices that we receive before finalization of this purchase order.</p> <p>Increase line #1 - \$750,000.00 Total Increase - \$750,000.00</p> <p>No Issues</p>		

Grant Review:	<i>Mindy Tillis</i>	04.07.2025	Mindy Tillis
	Signature	Date	Printed Name
Comments:	<p>Change Order 3 is to increase line 1 by \$750,000.00. The new PO total will be \$900,000.00. These are expenses related to Hurricane Helene.</p> <p>GMS 570 – PTC924</p> <p>Eligible Cost from a Disaster Department Code. Within the Period of Performance.</p> <p>No Issues.</p>		

Chief of Procurement Review:	<i>Caleb Roach - State</i>	4/8/2025	
	Signature	Date	Printed Name
Comments:	Approved.		

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: 04-07-2025

PO/Contract #: 24001023

Change Order Number: 3

Requisition Number: RQ0

Vendor's Name on PO: CTC DISASTER RESPONSE INC

Department/Employee: CASEY PHILLIPS

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: Contract #: 24-TF00708 Grant GMS #: 570

CO #3 is to increase funds to cover outstanding and additional invoices that we receive before finalization of this purchase order.

Increase Line 1) \$750,000.00; New Line Total \$900,000.00

Old PO Total \$150,000.00 New PO Total \$900,000.00

Dept 40011 Account 5303401 Project Code PTC924 Line #1 \$750,000.00

40011-5303401 1 750000.00 PTC924

Department Approval: LILLIAN HOYTDate: 03-10-2025Chief Procurement Officer: *Caleb Rouseff - State*Date: 4/8/2025BOCC Approval Date:

(BOCC Required per Purchasing 080E)

Revised May, 2012



Board of County Commissioners

AGENDA ITEM

Meeting: 04/08/2025
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 15670
Legal Request Number: 24-186
Bid/Contract Number: 24-TF00708

TITLE

Change Order No. 3 to Emergency Purchase Order With CTC Disaster Response, Inc., for Emergency Debris Removal Services Due to Hurricane Helene for Department of Public Works (Contract No. 24-TF00708/AP; Amount: \$750,000.00)

BRIEF OVERVIEW

On July 30, 2024, the BOCC approved award of Contract No. 24-TF00708/AP to CTC Disaster Response, Inc., for an estimated amount of \$7,200,000 for Three (3) years and estimated annual amount of \$2,400,000.00.

Purchase Order No. 24001023 was originally issued for \$100,000.00.

Change Order No.1 in the amount of \$50,000.00 was approved by the Board on 12/17/2024 to allow for continued Debris Removal due to Hurricane Helene. Purchase order increased from \$100,000.00 to \$150,000.00.

Change Order No. 2 was a no cost administrative change to correct verbiage on the purchase order approved by CPO. Purchase order remained at \$150,000.00.

Hernando County Department of Public Works has requested change order No. 3 in the amount of \$750,000.00 to cover any additional invoices that come in for Debris Removal due to Hurricane Helene before finalization of the Purchase Order. Change order No. 3, in the amount of \$750,000.00, would increase Purchase Order to \$900,000.00.

FINANCIAL IMPACT

Funding, in the amount of \$750,000.00 to **Fund: 0011** - General Fund, **Department: 40011** - General Fund Disaster, **Account: 5303401** - Contracted Services.

FEMA reimbursement is anticipated; however, the amount and time frame of reimbursement is unknown currently.

OMB is moving applicable storm related POs and budget to the General Fund (GF) Disaster department to consolidate the encumbrances and actuals from applicable departments.

An ARPA project budget in the amount of \$2,655,196 was approved at a previous meeting toward disaster relief.

A budget amendment attached to LS 15671 seeks to move budget from:

Fund: 0011 - General Fund, **Department: 05981** - Contingencies Reserves, **Account: 5909935** - Budget Res-Emergency to the GF Disaster department for budgetary coverage in the full amount of \$6,376,901. That amount, consolidated with the ARPA amount total: \$9,032,097 (=6,376,901 + 2,655,196). The Budget Policy requires a supermajority vote for approval.

Upon the Finance Department completing the FY24 year-end audit entries, OMB will "True up"

funds and will reconcile the GF disaster budget to encumbrances/actual to ensure the budget agrees with the approved totals.

Lastly, when reimbursement comes in from FEMA, those funds will be put into the GF reserves to reimburse the emergency balance taken out until reimbursement is received.

LEGAL NOTE

The Board has the authority to act on this item pursuant to Chapter 2, Article V of the Hernando County Code of Ordinances, and Chapter 125, Florida Statutes.

RECOMMENDATION

It is recommended the Board approve Change Order No. 3 in the amount of \$750,000.00 for Purchase Order No. 24001023 bringing the total purchase order amount to \$900,000.00.

REVIEW PROCESS

Lillian Hoyt	Approved	03/19/2025 10:53 AM
Scott Herring	Approved	03/19/2025 11:32 AM
Jodi Florio	Approved	03/24/2025 11:58 AM
Erin Briggs	Approved	03/25/2025 9:07 AM
Carla Rossiter-Smith	Approved	04/01/2025 5:02 AM
Albert Bertram	Approved	04/02/2025 9:14 AM
Pamela Hare	Approved	04/02/2025 9:54 AM
Melissa Tartaglia	Approved	04/02/2025 12:55 PM
Heidi Prouse	Approved	04/02/2025 1:03 PM
Toni Brady	Approved	04/02/2025 1:39 PM
Colleen Conko	Approved	04/02/2025 1:53 PM



PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE * BROOKSVILLE, FLORIDA 34604
P 352.754.4020 * F 352.754.4199 * W www.HernandoCounty.us

April 8, 2025

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 **04/08/2025** 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. 15520 Award of Construction Agreement to DB Civil Construction, LLC, for Road, Stormwater and Utility Improvement Project on Calienta Street, Shoal Line Boulevard and Flamingo Boulevard and Associated Budget Amendment (Contract No. 25-CG00235/JG; Amount: \$5,468,976.00)
2. 15588 Award of Contract and Construction Agreement With DB Civil Construction, LLC, for Freeport Drive Sidewalk Local Agency Program Project From Deltona Boulevard to Northcliffe Boulevard (Contract No. 24-CG00785/JG; Amount: \$1,013,653.50)
3. 15170 Award of Quote and Work Authorization Agreement With TITAN, Consultants & Engineers, LLC, for Hurricane Helene Repair Project at Alfred A. McKethan Pine Island Park (Contract No. 24-TFG00704/AP Q4); Amount: \$340,150.00)
4. 15419 Award of Term Contract to Vulcan, Inc., for Purchase of Signs, Posts, and Brackets for Department of Public Works (Contract No. 24-T00840/JC; Amount: \$352,016.25)

5. 15670 Change Order No. 3 to Emergency Purchase Order With CTC Disaster Response, Inc., for Emergency Debris Removal Services Due to Hurricane Helene for Department of Public Works (Contract No. 24-TF00708/AP; Amount: \$750,000.00)
6. 15672 Change Order No. 3 to Emergency Purchase Order With Tetra Tech, Inc., for Emergency Debris Monitoring Due to Hurricane Milton for Department of Public Works (Contract No. 20-TF0062; Amount: \$1,300,000.00)
7. 15671 Change Order No. 4 to Emergency Purchase Order With CTC Disaster Response, Inc., for Emergency Debris Removal Services Due to Hurricane Milton for Department of Public Works (Contract No. 24-TF00708/AP; Amount: \$4,000,000.00)
8. 15681 Final Close-Out of Contract With New Vista Builders Group, LLC, for Construction of Fire Station No. 2 (Contract No. 23-CTS005/DK; Amount: \$301,747.46)
9. 15603 Increased Annual Expenditure of Contract With DesignLab, Inc., for Uniforms and Related Items for Hernando County Fire Rescue and Emergency Services (Contract No. 20-P00099; Amount: \$120,000.00)
10. 15685 Miami-Dade County Joint Purchase and Entity Revenue Sharing Agreement Application Form and User Access Program (UAP) With Various Vendors for Purchase of Services and Supplies by Various County Departments
11. 15650 Request to Proceed With Negotiation Process for Curbside Residential Solid Waste and Recycling Collection Services Due to Substantial Interest of County (Contract No. 24-RFP00582/TPR)
12. 15680 Utilization of Sourcewell Contract With Ecoverve, LLC, for One-Time Purchase of Backhus A45 Windrow Turner for Fleet Department (Contract No. 24-P0120E; Amount: \$523,846.32)