

PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: December 12, 2022
DEPARTMENT: Public Works / Engineering
VENDOR: Professional Services Industries, Inc

DEPT DIRECTOR/
MGR SIGNATURE: [Signature] DATE: 1/3/23

Amount of Invoice: \$1,589.00 Invoice Date: 8/30/2022

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

This bill was received after the PO had been closed out. The change order processed on 11/17/2022 to close out this PO was for -\$9,401.00. Leaving the total of the vendor PO \$474.00.

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.
[Signature] Date: 1/6/2023

Resolution:
Approved, as this is an invoice for services rendered in August of 2022. The invoice was never processed due to a communication error and closing of 2022 PO.

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): [Signature]
DATE: 01/09/2023

APPROVED FOR PAYMENT:
FINANCE DIRECTOR/
ASST. FINANCE DIRECTOR Frances Pioszak

APPROVED
By Frances Pioszak at 8:32 am, Feb 06, 2023



DEPARTMENT OF PUBLIC WORKS

AQUATIC SERVICES • ENGINEERING • ROADS/BRIDGE MAINTENANCE • STORMWATER MANAGEMENT • TRAFFIC • WATERWAYS MAINTENANCE

1525 EAST JEFFERSON STREET • BROOKSVILLE, FLORIDA 34601
P 352.754.4060 • F 352.754.4423 • W www.HernandoCounty.us

MEMORANDUM

TO: Toni Brady, CHIEF PROCUREMENT OFFICER

FROM: Marie Warren, Finance Specialist

DATE: December 8, 2022

RE: Professional Service Industries, Inc.
Coronado Dr. and Godfrey Ave. Drainage Improvement

PO 22000683

Professional Service Industries was asked prior to doing a change order if there were any other testing to be done and that my records showed I had only one bill. They agreed that the billing was completed so I moved forward with the change order. Now they are billing for services from August 1st to August 19th, 2022, in the amount of \$1589.00. This bill has been researched and the services have been rendered. Please see the attached back up documents showing correspondence.

pc: J. Scott Herring, P.E.- Public Works Director/County Engineer
Elaine Singer, Finance Manager
Todd Crosby, Project Manager



HUDSON CS/GEO DEPT
 HUDSON, FL 34667
 (727) 868-9526

Federal ID 37-0962090

Professional Service Industries, Inc.
 www.psiusa.com

ATTN: tcrosby@co.hernando.
 HERNANDO COUNTY ENGINEERING
 1525 E. JEFFERSON STREET
 BROOKSVILLE FL 34601
 USA

HERNANDO COUNTY ENGINEERING
 1525 E. JEFFERSON STREET
 BROOKSVILLE FL 34601

Customer #	Purchase Order	Project Number	Date	Invoice #	Page
1020462	22000693	03902108	08/30/22	00838393	0001

Project: CORONADO WAY & GODFREY AVE. DRAINAGE IMPROVEMENT

Date	Work Order Nbr	Description	Quantity	Unit Cost	Amount
✓ 08/01/22	03902108-1	ENGINEERING TECH (HR)	1.00	48.00	48.00
✓ 08/01/22	03902108-1	SO, M-D RELATION MOD (EA)	1.00	90.00	90.00
✓ 08/01/22	03902108-1	ENGINEER, PROJECT (HR)	0.50	130.00	65.00
✓ 08/03/22	03902108-2	ENGINEERING TECH (HR)	1.50	48.00	72.00
✓ 08/04/22	03902108-3	ENGINEERING TECH (HR)	6.00	48.00	288.00
✓ 08/04/22	03902108-3	SO, DENSITY-NUCLEAR (EA)	6.00	25.00	150.00
✓ 08/04/22	03902108-3	ENGINEER, PROJECT (HR)	0.50	130.00	65.00
✓ 08/15/22	03902108-4	ENGINEERING TECH (HR)	4.50	48.00	216.00
✓ 08/15/22	03902108-4	SO, DENSITY-NUCLEAR (EA)	6.00	25.00	150.00
✓ 08/15/22	03902108-4	ENGINEER, PROJECT (HR)	0.50	130.00	65.00
✓ 08/19/22	03902108-5	ENGINEERING TECH (HR)	5.00	48.00	240.00

Invoice Total: *Continued*

RECEIVED

By Timea B. Lewis at 3:56 pm, Dec 6, 2022

APPROVED

By Timea B. Lewis at 3:29 pm, Dec 22, 2022

TERMS: NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL DUE ACCOUNTS. FOR QUESTIONS REGARDING THIS INVOICE, PLEASE CALL THE PHONE NUMBER ABOVE.

To assure proper credit to your account, please return with your check made payable to PSI.

Please mail remittance to:

Customer #	Invoice #	Project Number	Amount Enclosed
1020462	00838393	03902108	

Professional Service Industries, Inc.
 PO Box 74008418
 Chicago, IL 60674-8418



Professional Service Industries, Inc.
www.pslusa.com

HUDSON CS/GEO DEPT
HUDSON, FL 34667
(727) 868-9526

Federal ID 37-0962090

ATTN: tcrosby@co.hernando.
HERNANDO COUNTY ENGINEERING
1525 E. JEFFERSON STREET
BROOKSVILLE FL 34601
USA

HERNANDO COUNTY ENGINEERING
1525 E. JEFFERSON STREET
BROOKSVILLE FL 34601

Customer #	Purchase Order	Project Number	Date	Invoice #	Page
1020462	22000683	03902108	08/30/22	00838393	0002

Project: CORONADO WAY & GODFREY AVE. DRAINAGE IMPROVEMENT

Date	Work Order Nbr	Description	Quantity	Unit Cost	Amount
✓ 08/19/22	03902108-5	SO, DENSITY-NUCLEAR (EA)	3.00	25.00	75.00
✓ 08/19/22	03902108-5	ENGINEER, PROJECT (HR)	0.50	130.00	65.00
Invoice Total:					\$1,589.00
Balance Due:					\$1,589.00

TERMS: NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL DUE ACCOUNTS. FOR QUESTIONS REGARDING THIS INVOICE, PLEASE CALL THE PHONE NUMBER ABOVE.

To assure proper credit to your account, please return with your check made payable to PSI.

Please mail remittance to:	Customer #	Invoice #	Project Number	Amount Enclosed
	1020462	00838393	03902108	\$1,589.00

Professional Service Industries, Inc.
PO Box 74008418
Chicago, IL 60674-8418

REVIEWED
By Timea B. Lewis at 2:18 pm. Dec 7, 2022

Marie Warren

From: Marie Warren
Sent: Thursday, November 17, 2022 2:37 PM
To: 'Carrie Harkin'; Karan Darekar
Cc: James Kenney; Timea Lewis
Subject: RE: Coronado & Godfrey project
Attachments: CO#3 signature needed 11.17.22.pdf

Carrie,

Attached is CO #3 to close out PO#22000683 for Coronado & Godfrey Drainage. Please sign and return to me at your earliest convenience.

Thanks 😊

Marie Warren

Finance Specialist
Hernando County Department of Public Works
1525 E. Jefferson Street
Brooksville, Florida 34601
Telephone 352-540-6937
Fax 352-754-4423
mwarren@hernandocounty.us

From: Carrie Harkin <carrie.harkin@intertek.com>
Sent: Monday, November 14, 2022 11:47 AM
To: Marie Warren <MWarren@co.hernando.fl.us>; Karan Darekar <karan.darekar@intertek.com>
Cc: James Kenney <james.kenney@intertek.com>; Timea Lewis <tlewis@co.hernando.fl.us>; Todd Crosby <TCrosby@co.hernando.fl.us>
Subject: Re: Coronado & Godfrey project

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.

It appears we were not called to perform testing as anticipated. All reports have been released as well as billing. If there is anything more left untested, I am not aware. Toodd, if there is any other testing required please let us know. Thank you

Carrie E. Harkin

Project Manager / Specialist

Building & Construction

Intertek-PSI

Mobile +1 727 919 0021
Office +1 727 868 9526 ext. 13090100
Email carrie.harkin@intertek.com

www.intertek.com/building



Intertek-PSI, 16550 Scheer Blvd., Suite 1, Hudson, Florida 34667

From: Marie Warren <MWarren@co.hernando.fl.us>
Sent: Monday, November 14, 2022 9:23 AM
To: Carrie Harkin <carrie.harkin@intertek.com>; Karan Darekar <karan.darekar@intertek.com>
Cc: James Kenney <james.kenney@intertek.com>; Timea Lewis <tlewis@co.hernando.fl.us>; Todd Crosby <TCrosby@co.hernando.fl.us>
Subject: [External] Coronado & Godfrey project

This is a reminder that PO #22000683 will expire on 11/17/22. Please make sure to do testing and bill date prior to 11/17/22. If for some reason this PO needs to be extended please get with Todd or Timea to request this CO. My records show only one invoice received for services for 8/29/2022.

Thanks 😊

Marie Warren

Finance Specialist
Hernando County Department of Public Works

1525 E. Jefferson Street
Brooksville, Florida 34601
Telephone 352-540-6937
Fax 352-754-4423
mwarren@hernandocounty.us

Marie Warren

From: Carrie Harkin <carrie.harkin@intertek.com>
Sent: Tuesday, December 6, 2022 2:25 PM
To: Marie Warren
Cc: Karan Darekar
Subject: Re: Past due invoice # 838393
Attachments: Hernando County Intertek-PSI-Inv00838393.pdf

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.

Marie, My apologies I dont know how this was missed at your end or mine. The invoice would possibly have been mailed. I know we just signed the Change Order, I thought we had responded with a total of what we billed but I dont see that it was sent to your or Hernando County. See the attached and let me know what we can do. Thank you

Carrie E. Harkin
Project Manager / Specialist
Building & Construction
Intertek-PSI

Mobile +1 727 919 0021
Office +1 727 868 9526 ext. 13090100
Email carrie.harkin@intertek.com
www.intertek.com/building



Intertek-PSI, 16550 Scheer Blvd., Suite 1, Hudson, Florida 34667

From: Marie Warren <MWarren@co.hernando.fl.us>
Sent: Tuesday, December 6, 2022 2:11 PM
To: Carrie Harkin <carrie.harkin@intertek.com>
Cc: Karan Darekar <karan.darekar@intertek.com>
Subject: [External] RE: Past due invoice # 838393

I don't have this invoice. Can you tell me who it was sent to and resend it to me again.

From: Carrie Harkin <carrie.harkin@intertek.com>
Sent: Tuesday, December 6, 2022 2:01 PM
To: Marie Warren <MWarren@co.hernando.fl.us>
Cc: Karan Darekar <karan.darekar@intertek.com>
Subject: Re: Past due invoice # 838393

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.

Coronado & Godfrey project

Carrie E. Harkin

Project Manager / Specialist
Building & Construction
Intertek-PSI

Mobile +1 727 919 0021
Office +1 727 868 9526 ext. 13090100
Email carrie.harkin@intertek.com
www.intertek.com/building



Intertek-PSI, 16550 Scheer Blvd., Suite 1, Hudson, Florida 34667

From: Marie Warren <MWarren@co.hernando.fl.us>
Sent: Tuesday, December 6, 2022 1:58 PM
To: Carrie Harkin <carrie.harkin@intertek.com>
Cc: Karan Darekar <karan.darekar@intertek.com>
Subject: [External] RE: Past due invoice # 838393

Which project or PO # is it?

From: Carrie Harkin <carrie.harkin@intertek.com>
Sent: Tuesday, December 6, 2022 1:55 PM
To: Marie Warren <MWarren@co.hernando.fl.us>
Cc: Karan Darekar <karan.darekar@intertek.com>
Subject: Past due invoice # 838393

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.

Marie, can you check on the status of the invoice from August 30, 2022 for \$1589.00. We are trying to see when payment will be made. Thank you

Carrie E. Harkin

Project Manager / Specialist
Building & Construction
Intertek PSI

Timea Lewis

From: Timea Lewis
Sent: Monday, August 1, 2022 4:11 PM
To: Carrie Harkin
Cc: James Kenney; Karan Darekar; Keith Larson; Todd Crosby
Subject: RE: Coronado and Godfrey
Attachments: FW: Coronado & Godfrey Proctor P/U

Tracking:	Recipient	Read
	Carrie Harkin	
	James Kenney	
	Karan Darekar	
	Keith Larson	
	Todd Crosby	Read: 8/1/2022 4:44 PM

Carrie,

Keith Larson, from Hernando County called in the proctor pickup on Tuesday July 26th. Karen was informed to schedule the proctor pickup the same day by James. See the attached email conversation. Samples should have been pulled last week Wednesday July 27th. We are 5 days behind.

Please rush the proctors so the contractor can continue working. Tom Charlow is the contractor. His Phone # 352-410-5728.

Please note: The contractor will not schedule the testing. Keith Larson (352667-1671) from Hernando County schedules the testing, so you will be notified by Keith regarding any future testing.

Sincerely,



Timea B. Lewis

Engineer II
Hernando County Public Works – Engineering Division
1525 E. Jefferson Street, Brooksville, FL 34601
Office: (352) 754 - 4062
Cell: (352) 428 - 4355
Email: TLewis@HernandoCounty.us
www.HernandoCounty.us



Sign up to receive the [Hernando Highlights](#) quarterly newsletter!

Please consider the environment before printing this email

From: Carrie Harkin <carrie.harkin@intertek.com>
Sent: Monday, August 1, 2022 2:03 PM
To: Keith Larson <Keith.Larson@co.hernando.fl.us>
Cc: Timea Lewis <tlewis@co.hernando.fl.us>; James Kenney <james.kenney@intertek.com>; Karan Darekar <karan.darekar@intertek.com>
Subject: RE: Coronado and Godfrey

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 was informed you requested us on site today. We will rush the proctors. Could you forward your contractors contact name and # as well. Please call the # below when you want to schedule for compaction testing. Thank you

Carrie E. Harkin
Project Specialist
Building & Construction
Intertek-PSI

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Office +1 727 868 9526 ext. 13090100
Email carrie.harkin@intertek.com
www.intertek.com/building



Intertek-PSI, 16550 Scheer Blvd., Suite 1, Hudson, Florida 34667

From: Keith Larson <Keith.Larson@co.hernando.fl.us>
Sent: Monday, August 1, 2022 1:55 PM
To: Carrie Harkin <carrie.harkin@intertek.com>
Cc: Timea Lewis <tlewis@co.hernando.fl.us>; James Kenney <james.kenney@intertek.com>
Subject: [External] RE: Coronado and Godfrey

They are working on Coronado or Godfrey. They are out there working today and samples should have been pulled on Friday. The longer PSI waits to pull the scheduled samples, the longer the contractor will have to wait to start digging. Thank you, Keith

From: Carrie Harkin <carrie.harkin@intertek.com>
Sent: Monday, August 1, 2022 10:43 AM
To: Keith Larson <Keith.Larson@co.hernando.fl.us>
Subject: FW: Coronado and Godfrey

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 have a technician in the area to pull samples for proctors. Can you tell me where they are working today. Thank you

Carrie E. Harkin

Project Specialist
Building & Construction
Intertek PSI

Mobile +1 727 919 0021
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Email carrie.harkin@intertek.com
www.intertek.com/building



Intertek-PSI, 16550 Scheer Blvd., Suite 1, Hudson, Florida 34667



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<http://www.intertek.com>

This message is from an EXTERNAL SENDER. please be CAUTIOUS, particularly with links and attachments.



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 22000683-3

PAGE NO. 1

thomas.harper@psiusa.com

13185 FAX: 813-888-6511
PROFESSIONAL SERVICE INDUSTRIES
5801 BENJAMIN CENTER DRIVE
SUITE 112
TAMPA FL 33634

PDF

COPY
ADMINISTRATION
1525 EAST JEFFERSON STREET
BUILDING A
BROOKSVILLE FL 34601

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ORDER DATE: 03/14/22		BUYER: MWARREN		REQ. NO.: RQ220791	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CORONADO & GODFREY DRAINAGE	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
<p>This Purchase is in accordance with Hernando County Contract # 20-R000082/PH, BOCC Approved on: 12/15/2020, Doc ID # 17740 and Task Order # 18. The Contract Terms and Conditions apply, and the Purchase Order Terms and Conditions do not apply to this purchase. Contract #20-R000082/PH will expire on: 12/14/2023. The County will issue a Notice to Proceed (NTP) for the work to begin. The Period of Performance is: 120 days from NTP .</p> <p>Cty contact: Todd Crosby, 352-540-4062 Contractor: James Kenney, 727-919-4357</p> <p>07/21/2022 Change Order 1 JG Contract # 20-R00082/PH, BOCC approval 12/15/20, Doc 17740, TO#18</p> <p>CO#1: No cost time extension, 110 days. Due to issues getting construction materials the NTP for Goodwin Construction was just open. Pushing out all POs for this project.</p> <p>New expiration date: 11/17/22</p> <p>10/18/22 - Change Order 2 - DK - Additional fees of \$175 to be added for Asphalt Extraction & Gradation.</p>					

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

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-CHANGE NO. 22000683-3

PAGE NO. 2

thomas.harper@psiusa.com

13185 FAX: 813-888-6511
PROFESSIONAL SERVICE INDUSTRIES INC
5801 BENJAMIN CENTER DRIVE
SUITE 112
TAMPA FL 33634

PDF

COPY

ADMINISTRATION
1525 EAST JEFFERSON STREET
BUILDING A
BROOKSVILLE FL 34601

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ORDER DATE: 03/14/22		BUYER: MWARREN		REQ. NO.: RQ220791	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CORONADO & GODFREY DRAINAGE	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
New PO total: \$9875.00. Expiration date: 11/17/22					
12/01/2022 Change Order 3 JG Contract # 20-R00082/PH, BOCC approval 12/15/20, Doc 17740, TO#18 CO#3 Deduct -\$9,401.00 to close out PO. New PO total is \$474.00					
01	474.00	JOB	9552-5606309 1 9401.00- 110850 GEOTECHNICAL MATERIAL & TESTING SERVICES - TASK ORDER 18 - CORONADO & GODFREY DRAINAGE IMPROVEMENTS.	1.0000	474.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	474.00
01	09552 5606309	474.00	110580	TOTAL \$	474.00

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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-CHANGE NO. 22000683-3
CHANGE DATE: 12/01/22

PAGE NO. 1

thomas.harper@psiusa.com

13185 FAX: 813-888-6511
PROFESSIONAL SERVICE INDUSTRIES INC
5801 BENJAMIN CENTER DRIVE
SUITE 112
TAMPA FL 33634

PDF

COPY

ADMINISTRATION
1525 EAST JEFFERSON STREET
BUILDING A
BROOKSVILLE FL 34601

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ORDER DATE: 03/14/22		BUYER: MWARREN		REQ. NO.: RQ220791	REQ. DATE: 03/10/22
TERMS: NET 30 DAYS		F.O.B.: FOB DESTINATION		DESC.: CHANGE ORDER - 3	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
12/01/2022 Change Order 3 JG Contract # 20-R00082/PH, BOCC approval 12/15/20, Doc 17740, TO#18 CO#3 Deduct -\$9,401.00 to close out PO. New PO total is \$474.00					
01	-9401.00	JOB	9552-5606309 1 9401.00- 110850 GEOTECHNICAL MATERIAL & TESTING SERVICES - TASK ORDER 18 - CORONADO & GODFREY DRAINAGE IMPROVEMENTS.	.0000	-9,401.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	-9,401.00
01	09552 5606309	-9,401.00	110580	TOTAL \$	-9,401.00

PDF COPY

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY:

CHIEF PROCUREMENT OFFICER