HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
15470 FLIGHT PATH DR

BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000053-2

VENDOR
15271
TETRA TECH INC
201 EAST PINE STREET
SUITE 1000
ORLANDO FL 32801

SHIP TO
DPW - ADMINISTRATION
1525 EAST JEFFERSON STREET
BUILDING A
BROOKSVILLE FL 34601

ORDER DATE: 10/07/24	BUYER: MPAGILLO	REQ. NO.: 0	REQ. DATE:
TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: EPO MILTON24 DEBRIS	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			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 # 20-TF0062B; Contract expires July 29, 2027. The County will issue a Notice to Proceed (NTP) for the work to begin. The County Contact Person is: Scott Herring, Phone Number: (352) 587-4934 The Contractor Contact is: Matt Mooneyham, Phone Number: (850) 530-7151 Email: Matthew.Mooneyham@tetratech.com 12/23/2024 Change Order No 1 - MP Contract #: 20-TF0062B Grant GMS #: 571 CO #1 is to allow for continued response to Hurricane Milton-MILTON24.		

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE

PAGE TOTAL $
TOTAL $

SEE TERMS AND CONDITIONS ON REVERSE SIDE **APPROVED BY:** Carla Rossiter-Smith
CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

GENERAL

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(a) Worker's Compensation	Statutory requirements at location of work
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(b) Commercial General Liability	$ 2,000,000 General Aggregate
(Additional Insured & Wavier	$ 2,000,000 Products-Comp. Ops Agg.
Of Subrogation)	$ 1,000,000 Each Occurrence
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TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: EPO MILTON24 DEBRIS	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			Increase Line 1) $900,000.00; New Line Total $1,000,000.00 Old PO Total $100,000.00 New PO Total $1,000,000.00 Dept 44481 Account 5303401 Project Code MILTON24 Line #1 $900,000.00 44481-5303401 1 900000.00 MILTON24 12/26/2024 Change Order No 2 - MP Contract #: 20-TF0062B Contract Expiration Date: 7/29/2027 GMS# 571 CHANGE ORDER NO. 2 IS TO CORRECT THE NOTES ON THIS EMERGENCY PURCHASE ORDER. REPLACE "HERNANDO COUNTY PURCHASING POLICY 060F" WITH " HERNANDO COUNTY PROCUREMENT POLICY". and Add line 2 for $100,000.00. Description: ADDITIONAL PREPARATION HURRICANE MILTON - EMERGENCY DEBRIS MONITORING Change orders 1 & 2 funding adjusted due to Finance Plus line total limitations.		

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE

PAGE TOTAL $
TOTAL $

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CHIEF PROCUREMENT OFFICER

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ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			New PO total $1,000,000.00		
			44481-5303401 2 100,000.00		
01	900000.00	JOB	EPO PREPARATION HURRICANE MILTON - EMERGENCY DEBRIS MONITORING	1.0000	900,000.00
02	100000.00	JOB	ADDITIONAL PREPARATION HURRICANE MILTON - EMERGENCY DEBRIS MONITORING	1.0000	100,000.00

ITEM#	ACCOUNT		AMOUNT	PROJECT CODE
01	44481	5303401	900,000.00	MILTON24
02	44481	5303401	100,000.00	MILTON24

PAGE TOTAL $ 1,000,000.00
TOTAL $ 1,000,000.00

PDF Copy

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY: Carla Rossiter-Smith
CHIEF PROCUREMENT OFFICER

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CHANGE DATE: 12/26/24

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TERMS: NET 30 DAYS	F.O.B.: DESTINATION	DESC.: CHANGE ORDER - 2	

ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			12/26/2024 Change Order No 2 - MP Contract #: 20-TF0062B Contract Expiration Date: 7/29/2027 GMS# 571 CHANGE ORDER NO. 2 IS TO CORRECT THE NOTES ON THIS EMERGENCY PURCHASE ORDER. REPLACE "HERNANDO COUNTY PURCHASING POLICY 060F" WITH " HERNANDO COUNTY PROCUREMENT POLICY". and Add line 2 for $100,000.00. Description: ADDITIONAL PREPARATION HURRICANE MILTON - EMERGENCY DEBRIS MONITORING Change orders 1 & 2 funding adjusted due to Finance Plus line total limitations. New PO total $1,000,000.00 44481-5303401 2 100,000.00		
02	.00	JOB	ADDITIONAL PREPARATION HURRICANE MILTON - EMERGENCY DEBRIS MONITORING	.0000	.00

ITEM#	ACCOUNT		AMOUNT	PROJECT CODE
02	44481	5303401	.00	MILTON24

PAGE TOTAL	$	.00
TOTAL	$	.00

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CHIEF PROCUREMENT OFFICER

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HERNANDO COUNTY
PROCUREMENT REVIEW FORM

Procurement Contact:	Fran Hallet
Contract No. and Project Description (Task Order, Quote, & GSM #)	20-TF0062B – Emergency Debris Removal GMS # 571
Vendor Name:	Tetra Tech, Inc
Purchase Order No.:	25000053
Change Order No.:	Change Order 1 & 2

Procurement Agent Review:	Fran Hallet	12/19/24	Fran Hallet
	Signature	Date	Printed Name
Comments:	Change Order # 1 is requested to increase PO by $900,000.00 for continued response to hurricane Milton. Change Order # 2 is requested to correct verbiage on PO. No Issues		

Grant Review:	Mindy Tillis	12/20/2024	Mindy Tillis
	Signature	Date	Printed Name
Comments: GMS 571 - MILTON24	CO 1 to increase PO by $900,000.00 for a new total of $1,000,00.00 to cover expenses that are storm related. PO expenses related to Hurricane Milton using a disaster department code and are within period of performance. - No Issues. CO 2 to correct the verbiage on the PO – No issues.		

For Chief of Procurement Review:	Fran Hallet Digitally signed by Fran Hallet Date: 2024.12.20 16:48:01 -05'00'		
	Signature	Date	Printed Name
Comments:			

Recommendation:	

Purchasing Form 5 (7/7/11)
C:\Users\fhallet\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\G519KS4U\CO25000053 1 2 Form 5_.doc

Board of County Commissioners

AGENDA ITEM

Meeting: 12/17/2024
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 15126
Legal Request Number:
Bid/Contract Number: 20-TF0062B

TITLE

Change Order No. 1 to Emergency Purchase Order With Tetra Tech, Inc., for Emergency Debris Monitoring Due to Hurricane Milton for Department of Public Works (Contract No. 20-TF0062B; Amount: $900,000.00)

BRIEF OVERVIEW

On June 9, 2020, the BOCC approved award of Contract No. 20-TF0062B to Tetra Tech, Inc., for an estimated amount of $5,500,000 for Five (5) years and estimated annual amount of $1,100,000.00.

Hernando County renewed contract for both twelve (12) month renewal periods with new expiration date of June 8, 2025.

Purchase Order No. 25000053 was originally issued for $100,000.00.

Hernando County Department of Public Works has requested change order No. 1 in the amount of $900,000.00 to allow for continued Debris Monitoring due to Hurricane Milton. Change order No. 1, in the amount of $900,000.00, would increase Purchase Order to $1,000,000.00.

FINANCIAL IMPACT

Funding, in the amount of $900,000.00 to **Fund: 4481** - Solid Waste-Disaster/Debris, **Department: 44481** - Solid Waste-Disaster/Debris, **Account: 5303401** - Contracted Services, **Project:** Milton24.

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

Funding in **Fund: 4481** - Solid Waste-Disaster/Debris, **Department: 44481** - Solid Waste-Disaster/Debris, **Account: 5909910** - Reserves, has a limited funding Balance of $942,568.00.

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. 1 in the amount of $900,000.00 for Purchase Order No. 25000053 bringing the total purchase order amount to $1,000,000.00.

REVIEW PROCESS

Lillian Hoyt	Approved	11/26/2024 11:38 AM

Elaine Singer	Delegated	11/26/2024	11:38 AM
Lillian Hoyt	Approved	11/26/2024	11:38 AM
Scott Herring	Approved	11/26/2024	2:03 PM
Carla Rossiter-Smith	Delegated	12/02/2024	1:26 PM
Mindy Tillis	Delegated	12/02/2024	3:26 PM
Carla Rossiter-Smith	Approved	12/04/2024	8:05 AM
Carla Rossiter-Smith	Approved	12/04/2024	8:05 AM
Albert Bertram	Delegated	12/04/2024	4:09 PM
Jodi Florio	Delegated	12/06/2024	10:12 AM
Albert Bertram	Approved	12/06/2024	1:47 PM
Pamela Hare	Approved	12/06/2024	2:12 PM
Melissa Tartaglia	Approved	12/09/2024	3:55 PM
Heidi Kurppe	Approved	12/10/2024	10:09 AM
Toni Brady	Approved	12/10/2024	2:04 PM
Jeffrey Rogers	Approved	12/10/2024	7:16 PM
Colleen Conko	Approved	12/11/2024	8:09 AM

PROCUREMENT DEPARTMENT

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

December 17, 2024

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 **12/17/2024** 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. **15155** Amendment No.1 to Memorandum of Understanding With Hernando County Fire and Emergency Services for Obligation of American Rescue Plan Act (ARPA) Funds to Provide Emergency Relief From Natural Disasters

2. **14751** Award of Construction Agreement to DB Civil Construction, LLC, for Hayman Road Safety Upgrade Project From Twister Lane to Deepwell Drive for Department of Public Works (Contract No. 24-CG00873/JC; Amount: $1,119,000.00)

3. **14538** Award of Term Contract to AB5 Enterprises for Mowing Services for Spring Hill Collector Roads (Contract No. 24-T00598/JC; Amount: $500,352.00)

4. **15125** Change Order No. 1 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: $50,000.00)

5. **15124** Change Order No. 1 to Emergency Purchase Order With Tetra Tech, Inc., for Emergency Debris Monitoring Due to Hurricane Helene for Department of Public Works (Contract No. 20-TF0062B; Amount: $100,000.00)

6. **15126** Change Order No. 1 to Emergency Purchase Order With Tetra Tech, Inc., for Emergency Debris Monitoring Due to Hurricane Milton for Department of Public Works (Contract No. 20-TF0062B; Amount: $900,000.00)

7. **15129** Change Order No. 1 to Purchase Order With American Grinding Company, LLC, for Sidewalk Inspection and Repair Services for Department of Public Works (Contract No. 24-P0156/FH; Amount: $99,999.65)

8. **15148** Change Order No. 1 to Purchase Order With Systems and Software, Inc., for Utilities Billing Software for Utilities Department (Contract No. 22-R00067/PH; Amount: $262,625.00)

9. **15127** Change Order No. 2 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: $7,000,000.00)

10. **15092** Federal Subrecipient Agreement With Community Food Bank of Citrus County, Inc., for Coronavirus State and Local Fiscal Recovery Funds and Associated Budget Resolution

11. **15089** Work Authorization Agreement With DEEB Construction and Development Co., for Companero Phase 1 Project for Utilities Department (Contract No. 23-T00040/AP Q20; Amount: $321,512.05)

12. **15139** Work Authorization Agreement With DEEB Construction and Development Co., for Beaches Pressure Reducing Valves (PRV) Project for Utilities Department (Contract No. 23-T00040/AP Q19; Amount: $381,070.80)