

HERNANDO COUNTY
NOTICE OF EMERGENCY PURCHASE ORDER

EPO 25000372

Instructions: Departments may make emergency purchases, but are required to complete this form. If the emergency occurs after normal duty hours, the emergency form and requisition shall be submitted to the Chief Procurement Officer the next business day.

Definitions:

Emergency: Any occurrence, or threat thereof, whether accidental, natural, or caused by man, in war or peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property (section 252.34(3), Florida Statutes).

County Ordinance and Purchasing Policy and Procedures 060D:

Emergency. Any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.

Emergency work. Any work performed for the purpose of preventing or alleviating the physical trauma or property damage threatened or caused by an emergency.

Emergency purchase means a procurement of goods and/or services made in response to a requirement when the delay incident to complying with all governing rules, regulations, and/or procedures would be detrimental to the health, safety and welfare of the county and/or its citizens.

Vendor Name: <u>Tetra Tech, Inc.</u>		Vendor Number: <u>15271</u>
Address: <u>2301 Lucien Way, Suite 120 Maitland, FL 32751</u>		
Vendor Contact: <u>Betty Kamara</u>	Phone #: <u>321-441-8518</u>	Email: <u>Betty.Kamara@tetrattech.com</u>
Department Contact: <u>Cassie Harmon</u>		Phone #: <u>352-540-6714</u>
Department #: <u>44611</u>	Account #: <u>5303401</u>	Project Code: <u>Milton24</u>
Approval Group: AG <u>390</u>	Ship To Number/Code: <u>07811</u>	Contract #: <u>25-A0207/CR</u> Expires: _____

DATE OF DECLARED EMERGENCY : Helene 9/26/24 & Milton 10/9/24 ESTIMATED COST: \$ 2,021,774.40

BRIEF DESCRIPTION OF THE EMERGENCY:

Substantial Damage Technical Assistance Services

EMERGENCY PURCHASE JUSTIFICATION : (Please check below all that applies to this purchase and attach supporting documentation). Email form and supporting documentation to Procurement.

1. An immediate danger to the public (check all that applies:) ☐ health, ☐ safety, ☐ welfare, or ☐ other substantial loss to Hernando County, requires emergency action.
2. Describe the circumstances giving rise to the emergency action (additional documentation may be attached to this request if necessary): Hurricane Milton
3. Describe the efforts to obtain pricing information from at least three vendors, or describe the increased immediate danger that would result from such efforts (additional documentation may be attached to this request if necessary): Agreement attached

We recommend that competitive procurement be waived and that the service or material on the attached requisition be purchased as a sole source commodity. I certify that the information contained in this justification is accurate and complete.

Employee Requesting: Carla Rossiter-Smith Date: 11-26-24

Department Director/Manager: _____ Date: _____

Procurement Approver: Carla Rossiter-Smith Date: 11-26-24

MEMORANDUM

FROM:

Hernando County Procurement Carla Rossiter-Smith, CPO

Carla Rossiter-Smith

DATE:

November 26, 2024

SUBJECT:

Procurement Under Emergency Circumstances – Hurricanes Helene and Milton

Background:

Hurricanes Helene and Milton caused extensive damage, including hurricane-force winds, storm surge, heavy rainfall, and flash flooding throughout Hernando County. To support the county's recovery and resilience, services were urgently needed under the Disaster Recovery Reform Act (DRRA) Section 1206 to facilitate mitigation, emergency repairs, and protective measures to prevent further damage. Under FEMA's 1206 guidelines, the County is required to complete this work within 180 days, making timely action essential.

Justification for Noncompetitive Procurement:

In accordance with 2 C.F.R. § 200.320, Hernando County determined that the standard competitive procurement process would cause unacceptable delays in securing DRRA 1206 services. Immediate action was essential to meet the 180-day deadline and mitigate additional risks, making noncompetitive procurement necessary.

Hernando County procured Substantial Damage Technical Assistance, for an estimated not-to-exceed amount of \$2,021,774.40, which will be paid on actual hours of services furnished, from Tetra Tech, Inc. to expedite mitigation and protective measures. After evaluating available resources, the County concluded that Tetra Tech, Inc. was the only vendor capable of meeting the urgent requirements for DRRA 1206 services within the required timeframe.

Procurement and Vendor Selection:

The County documented that full and open competition could not be followed due to the urgent need for DRRA 1206 services. Available resources were limited, and Tetra Tech, Inc. was identified as the most qualified vendor to provide the necessary services. The County has verified that no conflicts of interest exist between any County employees and Tetra Tech, Inc.

Conclusion:

This procurement was critical for Hernando County to implement timely mitigation and

protective measures, supporting rapid recovery in the aftermath of Hurricanes Helene and Milton. The County anticipates that the DRRRA 1206 services will be provided by Tetra Tech, Inc. within the required 180-day period to support ongoing recovery efforts. If necessary, the County will transition the procurement of services into a competitive process once the emergency circumstances no longer apply and it is reasonable to do so.