



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 24001023-2

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

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O

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
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. 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 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									

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

PDF COPY

Carl Rouse - Jant

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/.

INSURANCE

The Contractor shall maintain in effect at all times during the performance of the services insurance coverage according to the Contract between Contractor and COUNTY. All waiver of subrogation provisions of the Contract apply. In the absence of a current Contract, 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 the County agrees in writing to lower limits) and with insurers and under forms of policies satisfactory to COUNTY; Contractor shall endorse Hernando County as an additional insured on the commercial general liability (additional insured shall read "Hernando County Board of County Commissioners"); Contractor waives subrogation as to the General Liability policy unless a policy condition prohibits pre-loss waiver of subrogation, in which case Contractor shall request of the insurer that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others unless such policy prohibits such an endorsement or voids coverage should VENDOR/CONTRACTOR enter into such an agreement on a pre-loss basis.

<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
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ADMINISTRATION

1525 EAST JEFFERSON STREET

BUILDING A

BROOKSVILLE FL 34601

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ITEM#	QUANTITY	UOM	DESCRIPTION				UNIT PRICE		EXTENSION
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ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$
				TOTAL \$

PDF COPY

Carl Rouse - Jmt

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PURCHASE ORDER-CHANGE NO. 24001023-2

PAGE NO. 3

VENDOR
ggathers@ctcdisaster.com
79811 FAX: 785-478-4195
CTC DISASTER RESPONSE INC
6021 SW 29TH STREET
PMB #130
TOPEKA KS 66614

ADMINISTRATION
1525 EAST JEFFERSON STREET
BUILDING A
BROOKSVILLE FL 34601

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Copy

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TERMS: NET 30 DAYS			F.O.B.: DESTINATION		DESC.: EPO PTC924 DEBRIS			
ITEM#	QUANTITY	UOM	DESCRIPTION			UNIT PRICE	EXTENSION	
\$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 Change Order #2 completed to correct the notes on an emergency purchase order. 44481-5303401 1 50000.00 PTC924 01 150000.00 JOB EPO PREPARATION OF PTC924 - EMERGENCY DEBRIS REMOVAL 1.0000 150,000.00								
ITEM#	ACCOUNT		AMOUNT	PROJECT CODE	PAGE TOTAL \$			150,000.00
01	44481	5303401	150,000.00	PTC924	TOTAL \$			150,000.00

PDF Copy

Carl Rouse - State

SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY:

CHIEF PROCUREMENT OFFICER

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(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
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BROOKSVILLE, FL 34604

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CHANGE DATE: 12/23/24

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12/23/2024 Change Order No 1 - MP 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 \$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 Change Order #2 completed to correct the notes on an emergency purchase order. 44481-5303401 1 50000.00 PTC924 01 50000.00 JOB EPO PREPARATION OF PTC924 - EMERGENCY DEBRIS REMOVAL .0000 50,000.00							
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Hernando County Board of County Commissioners

Change Order Request

Add Line(s)	Cancel Outstanding Balance	Increase/Decrease Funds
Delete Line(s)	Change Project Number	Increase/Decrease Blanket
Cancel Purchase Order	Change Account Number	Increase/Decrease Quantity

Today's Date: 12-23-2024

PO/Contract #: 24001023

Change Order Number: 2

Requisition Number: PO24001023

Vendor's Name on PO: CTC DISASTER RESPONSE INC

Department/Employee: LINDSEY BROWN

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: 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 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.

Contract #: 24-TF00708 Contract Expiration Date: 7/29/2027 GMS# 570

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

44481-5303401 0 .00

Department Approval: LILLIAN HOYT Date: 12-18-2024

Chief Procurement Officer: FRAN HALLET Date: 12-20-2024

BOCC Approval Date: _____

(BOCC Required per Purchasing 080E)

Revised May, 2012

HERNANDO COUNTY

PROCUREMENT REVIEW FORM

Procurement Contact:	Fran Hallet
Contract No. and Project Description (Task Order, Quote, & GSM #)	24-TF00708 – Emergency Debris Removal Services
	GMS # 570
Vendor Name:	CTC Disaster Response Inc
Purchase Order No.:	24001023
Change Order No.:	Change Order 1 & 2

Procurement Agent Review:	<i>Fran Hallet</i>	12/19/24	Fran Hallet
	Signature	Date	Printed Name
Comments:	Change Order # 1 is requested to increase PO by \$50,000.00 for continued response to Hurricane Helene. Change Order # 2 is requested to correct verbiage on PO. No Issues		

Grant Review:	<i>Mindy Tillis</i>	12/20/2024	Mindy Tillis
	Signature	Date	Printed Name
Comments:	CO 1 to increase PO by \$50,000.00 for a new total of \$150,000.00 to cover expenses that are storm related. GMS 570 – PTC24 Helene PO expenses related to Hurricane Helene using a disaster department code and are within period of performance. - No Issues. CO 2 to correct the notes on the PO – No issues.		

For Chief of Procurement Review:	 Fran Hallet	Digitally signed by Fran Hallet Date: 2024.12.20 16:54:48 -05'00'		
	Signature	Date	Printed Name	
Comments:				

Recommendation:	



Board of County Commissioners

AGENDA ITEM

Meeting: 12/17/2024
Department: Procurement Department
Prepared By: Fran Hallet
Initiator: Carla Rossiter-Smith
DOC ID: 15125
Legal Request Number:
Bid/Contract Number: 24-TF00708

TITLE

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)

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 an estimated annual spend of \$2,400,000.00.

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

Hernando County Department of Public Works has requested Change Order No. 1 in the amount of \$50,000.00 to allow for continued Debris Removal due to Hurricane Helene. Change order No. 1, in the amount of \$50,000.00, would increase the Purchase Order to \$150,000.00.

FINANCIAL IMPACT

Funding, in the amount of \$50,000.00 to **Fund: 4481**-Solid Waste-Disaster/Debris - **Department: 44481** - Solid Waste-Disaster/Debris, **Account: 5303401** - Contracted Services, **Project: PTC924**.

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.

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 \$50,000.00 for Purchase Order No. 24001023 bringing the total purchase order amount to \$150,000.00.

REVIEW PROCESS

Lillian Hoyt	Approved	11/26/2024 11:37 AM
Elaine Singer	Delegated	11/26/2024 11:37 AM
Lillian Hoyt	Approved	11/26/2024 11:37 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	3:25 PM
Carla Rossiter-Smith	Approved	12/04/2024	8:08 AM
Carla Rossiter-Smith	Approved	12/04/2024	8:08 AM
Albert Bertram	Delegated	12/04/2024	4:08 PM
Jodi Florio	Delegated	12/06/2024	10:10 AM
Albert Bertram	Approved	12/06/2024	1:50 PM
Pamela Hare	Approved	12/06/2024	2:34 PM
Melissa Tartaglia	Approved	12/09/2024	4:01 PM
Heidi Kurppe	Approved	12/10/2024	10:13 AM
Toni Brady	Approved	12/10/2024	2:03 PM
Jeffrey Rogers	Approved	12/10/2024	7:11 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)