



**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR
BROOKSVILLE, FL 34604

PURCHASE ORDER-CHANGE NO. 25000081-2

PAGE NO. 1

localgov@thf.cpa

103956

THOMAS HOWELL FERGUSON PA
2615 CENTENNIAL BLVD STE 200
TALLAHASSEE FL 32308-0599

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HERNANDO COUNTY EOC
18900 CORTEZ BLVD
BROOKSVILLE FL 34601

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ORDER DATE: 10/10/24		BUYER: JCRULL		REQ. NO.: 0	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: DESTINATION		DESC.: EPO DECL STATE OF EMERG	
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 involved 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. County Terms and Conditions are identified in this purchase order.</p> <p>✓ Contract #23-TFG0218 TO#4 Contract Expires: 01/22/2026</p> <p>The County Contact Person is: Erin Thomas, Phone Number: (352) 587-3030 The Contractor Contact is: Steve Stevens III, Phone Number: (850) 521-3149</p> <p>12/5/2024 Change Order No 1 - MP CHANGE ORDER NO. 1 IS TO CORRECT THE NOTES ON THIS EMERGENCY PURCHASE ORDER: REPLACE "HERNANDO COUNTY PURCHASING POLICY 060F" WITH "HERNANDO COUNTY PROCUREMENT POLICY".</p>					

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

PDF COPY

Carl Rouseff - State

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

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QUANTITY/PRICE

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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

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DELIVERY

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PAYMENT

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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.

OSHA REQUIREMENT

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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	Statutory requirements at location of work
Employer's Liability	\$ 100,000 each accident \$ 100,000 by employee \$ 500,000 policy limit
(b) Commercial General Liability	\$ 2,000,000 General Aggregate
(Additional Insured & Wavier Of Subrogation)	\$ 2,000,000 Products-Comp. Ops Agg. \$ 1,000,000 Each Occurrence \$ 5,000 Medical Expense
(c) Automobile Liability	\$ 1,000,000 Combined Single Limit (owned, hired and non-owned)
Option of Split Limits:	
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ORDER DATE: 10/10/24		BUYER: JCRULL		REQ. NO.: 0	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: DESTINATION		DESC.: EPO DECL STATE OF EMERG	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			40011-5303401 0 .00		
<p>5/28/2025 Change Order No 2 - MP 23-TFG0218 Grant GMS #:571 EPO CO#2 is to increased funds to accommodate both outstanding and projected invoices. Increase Line 1 \$231,818.00 New Line Total \$256,818.00</p> <p>Old PO Total \$25,000.00 New PO Total \$ 256,818.00</p> <p>Dept 40011 Account 5303401 Milton24 Line#1 \$ 231,818.00</p> <p>40011-5303401 1 231818.00</p>					
01	256818.00	JOB	EPO DECLARED STATE OF EMERGENCY MILTON-PLANNING AND GRANT PROGRAM MANAGEMENT	1.0000	256,818.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	256,818.00
01	40011 5303401	256,818.00	MILTON24	TOTAL \$	256,818.00

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SEE TERMS AND CONDITIONS ON REVERSE SIDE

APPROVED BY:

CHIEF PROCUREMENT OFFICER

HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

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ORDER DATE: 10/10/24		BUYER: JCRULL		REQ. NO.: 0	REQ. DATE: 10/03/24
TERMS: NET 30 DAYS		F.O.B.: DESTINATION		DESC.: CHANGE ORDER - 2	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
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01	*****	JOB	EPO DECLARED STATE OF EMERGENCY MILTON-PLANNING AND GRANT PROGRAM MANAGEMENT	.0000	231,818.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	231,818.00
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Option of Split Limits:	
(1.) Bodily Injury	\$ 1,000,000 Per Person or \$1,000,000 Per Accident

HERNANDO COUNTY PROCUREMENT REVIEW FORM

Procurement Contact:	Fran Hallet		
Contract No. and Project Description (Task Order, Quote, & GSM #)	23-TFG0218 – Emergency Planning and Grant Program Management		
	GMS#571		
Vendor Name:	Thomas Howell Ferguson		
Purchase Order No.:	25000081		
Change Order No.:	Change Order 2		

Procurement Agent Review:	<i>Fran Hallet</i>	5/8/25	Fran Hallet
	<small>Signature</small>	<small>Date</small>	<small>Printed Name</small>
Comments:	<p>Change Order # 2 is requested \$231,818.00 to cover current outstanding invoices and projected invoices.</p> <p>New Total: \$256,818.00</p> <p>No Issues</p>		

Grant Review:	<i>Mindy Tillis</i>	05/09/2025	Mindy Tillis
	<small>Signature</small>	<small>Date</small>	<small>Printed Name</small>
Comments: GMS 571 - MILTON24	<p>CO 2 is to increase the PO by \$231,818.00, bringing the new total to \$256,818.00, to pay outstanding invoices.</p> <p>This Change Order request is to go before the board on 05/27/2025 under LS Item 15889.</p> <p>These expenses are related to Hurricane Milton and are considered eligible costs under a Disaster Department Code, within the Period of Performance.</p> <p>No issues.</p>		

For Chief of Procurement Review:	 Fran Hallet	<small>Digitally signed by Fran Hallet Date: 2025.05.28 08:05:01 -04'00'</small>	
	<small>Signature</small>	<small>Date</small>	<small>Printed Name</small>
Comments:			

Recommendation:	
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Purchasing Form 5 (7/7/11)

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AGENDA ITEM

TITLE

Change Order No. 2 to Purchase Order With Thomas Howell Ferguson, P.A., for Emergency Planning and Grant Program Management Services for Hurricane Milton (Contract No. 23-TGF-0218; Amount: \$231,818.00)

BRIEF OVERVIEW

Contract No. 23-TFG0218, awarded by Board on January 23, 2024, Doc ID No. 13358, to Integrated Solutions Consulting Corporation, Thomas Howell Ferguson, P.A., and Witt O'Brien's, LLC for Emergency Planning and Grant Program Management.

On October 10, 2024, the Chief Procurement Officer (CPO) approved Emergency Purchase Order No. 25000081 to Thomas Howell Ferguson PA for Emergency Planning and Grant Program Management Services for Hurricane Milton for \$25,000.00.

The purchase order was originally issued for \$25,000.00.

Change Order No. 1 was a no-cost administrative change to correct verbiage on the purchase order approved by CPO. The purchase order amount remained at \$25,000.00.

Hernando County Emergency Management Department has requested an increase for Purchase Order No. 25000081 for cover current outstanding invoices and projected invoices. Change Order No. 2 in the amount of \$231,818.00, would increase the purchase order to \$256,818.00.

Budget Amendment No. 2025-113 is in process to true up the funds in the disaster account.

FINANCIAL IMPACT

Funding in the amount of \$231,818.00 is available, pending BA2025-113 that is attached to LS 15884, in:

Fund: 0011 - General Fund, Department: 40011 - General Fund Disaster, Account: 5303401 - Contracted Services, Project: Milton24

Federal Emergency Management Agency (FEMA) reimbursement is anticipated; however, the amount and time frame of reimbursement is unknown, currently.

LEGAL NOTE

The Board has the authority to act on this item pursuant to Part II, Chapter 2, Article V of the Hernando County Code of Ordinances.

RECOMMENDATION

It is recommended the Board approve Change Order No. 2 in the amount of \$231,818.00 to

Thomas Howell Ferguson PA for Purchase Order No. 25000081, bringing the total Purchase Order amount to \$256,818.00.

REVIEW PROCESS

Paul Hasenmeier	Approved	05/09/2025	12:52 PM
Jodi Florio	Delegated	05/12/2025	10:50 AM
Amelia Gebala	Approved	05/12/2025	2:55 PM
Erin Briggs	Approved	05/15/2025	3:50 PM
Albert Bertram	Approved	05/18/2025	7:29 PM
Carla Rossiter-Smith	Approved	05/19/2025	9:22 AM
Pamela Hare	Approved	05/19/2025	10:03 AM
Melissa Tartaglia	Approved	05/20/2025	8:15 AM
Heidi Prouse	Approved	05/20/2025	10:30 AM
Toni Brady	Approved	05/21/2025	1:24 PM
Jeffrey Rogers	Approved	05/22/2025	10:10 AM
Colleen Conko	Approved	05/22/2025	11:04 AM



PROCUREMENT DEPARTMENT

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

May 27, 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 **5/27/2024** 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. **15861** Presentation from Procurement Department Regarding Construction Contractor Qualifications 15861
2. **15391** Award of Contract and Agreement with ParkMobile, LLC, for Automated Parking Management Solution for Hernando County Parks and Recreation Department (Contract No. 24-RFP00847/AP; Revenue Generating)
3. **15171** Award of Quote and Work Authorization Agreement with Goodwin Brothers Construction, Inc., for Solid Waste West Collection Center Improvement Project (Contract No. 23-T00040/AP; Amount: \$290,903.04) 15171
4. **15658** Award of Sole Source Contract and Innovation Agreement with Quantum Partners, LLC, d/b/a SwiftGov, for Artificial Intelligence (AI) Implementation Plan Project for Planning Department (Contract No. 25-TSS0230/JC; Amount: \$320,000.00)

5. **15584** Award of Term Contracts to Thompson Consulting Services, LLC, and Tetra Tech, Inc., for Disaster Debris Monitoring for Department of Public Works (Contract No. 25-TF00952/JC; Amount: \$10,500,000.00)
6. **15889** Change Order No. 2 to Purchase Order with Thomas Howell Ferguson, P.A., for Emergency Planning and Grant Program Management Services for Hurricane Milton (Contract No. 23-TGF-0218; Amount: \$231,818.00)
7. **15888** Change Order No. 2 to Purchase Order with Thomas Howell Ferguson P.A., for Emergency Planning Consulting Services for Emergency Management (Contract No. 23-TGF0218; Amount: \$116,723.00)
8. **15883** Change Order No. 4 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)
9. **15884** Change Order No. 6 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: \$3,500,000.00)
10. **15918** Contribution in Aid of Construction Agreement with Withlacoochee River Electric Cooperative, Inc., for Electrical Project at Tax Collector Building (Contract No. 25-A0239/CT; Amount: \$190,502.86)
11. **15832** Final Close-Out of Contract with B.R.W. Contracting, Inc., for Reconstruction and Paving of Royal Highlands and Ridge Manor Roads (Contract No. 23-C00326/AP; Final Amount: \$150,704.05)
12. **15858** Final Close-Out of Contract With Deeb Construction and Development Co., for Burger King (6450 Nature Coast Boulevard in Ridge Manor) Lift Station Rehabilitation Project for Utilities Department (Contract No. 23-T00040-Q3; Final Amount: \$448,954.05)
13. **15862** Final Close-Out of Contract With Goodwin Bros. Construction, Inc., for Infrastructure Construction of Dr. Dennis Wilfong Center for Success (Contract No. 23-CG0215/JG; Amount: \$143,646.73)
14. **15865** Final Close-Out of Contract with Goodwin Bros. Construction, Inc., for Faculty/Kedrone/Tombstone/Top Rock/Umbrella Rock From Shasta Street to Wickshire Street Resurfacing Project (Contract No. 23-CG0217/AP; Amount: \$66,349.25)
15. **15892** Utilization of Volusia County Schools Contract with Top Line Recreation, Inc., for Purchase and Installation of Playground Equipment at Alfred A. McKethan Pine Island Park for Parks and Recreation Department (Amount: \$253,372.95)