



Board of County Commissioners

AGENDA ITEM

Meeting: 01/23/2024
Department: Procurement Department
Prepared By: Joseph Goulat
Initiator: Carla Rossiter-Smith
DOC ID: 13358
Legal Request Number: 23-491
Bid/Contract Number: 23-TFG0218/FH

TITLE

Award of Contracts to Integrated Solutions Consulting Corporation, Thomas Howell Ferguson, P.A., and Witt O'Brien's, LLC, for Emergency Planning and Grant Program Management Services for Emergency Management (Contract No. 23-TFG0218)

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BRIEF OVERVIEW

The Hernando County Procurement Department issued Invitation to Bid (ITB) No. 23-TFG0218 for Emergency Planning and Grant Program Management Services for emergency planning, disaster recovery program management and hazard mitigation program management services for Hernando County Emergency Management.

Hernando County Emergency Management will use this Contract to facilitate emergency planning, disaster recovery program management and hazard mitigation program management services on an as-needed basis and during declared Hurricane/Emergency situations.

The Procurement Department placed the ITB on the County's electronic website (OpenGov) on August 29, 2023, and the legal advertisement in the Hernando Sun on October 2, 2023. The Bid was viewed by six hundred twenty-nine (629) Vendors/Bidders/Contractors from the website. The Bid document was downloaded by forty-two (42) Vendors/Bidders/Contractors, and eight (8) Bid submissions were received.

The following is a summary of the responses received. The solicitation results are based on hourly and overtime rates by trade, for yearly hours estimated for solicitation:

Bidders	Total for Two (2) Year Contract
Thomas Howell Ferguson	\$243,974.00
Integrated Solutions Consulting	\$252,266.14
O'Brien's, LLC	\$253,662.50
Tetra Tech, Inc.	\$278,054.00
Integrity	\$292,780.00
ICF, Inc.	\$304,400.00
Innovative Emergency Mgmt., Inc.	\$315,835.00
Hagerty Consulting, Inc.	\$356,730.00

Bids were reviewed and evaluated by the Procurement Department to determine if they were responsive and responsible. The bids were then reviewed and evaluated by the Hernando County Emergency Management Director, David DeCarlo and Fire and Emergency Services Finance Manager, Kelly Trout. The County's right to make multiple awards to the lowest,

responsive, and responsible bidders was exercised.

A notice of Intent to Award was placed on The County's electronic bulletin board December 13, 2023. Any usage of this Contract may result in FEMA reimbursement of County expenditures.

FINANCIAL IMPACT

Funding is available in Fund 0011 Dept. 40011 Acct. 5303401.

LEGAL NOTE

In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances

RECOMMENDATION

It is recommended that the Board approve and authorize the Chairperson's signature on attached Contract No.23-TFG00218/FH for Emergency Planning and Grant Program Management Services for an initial twenty-four (24) month term to the following Vendors/Bidders/Contractors as follows:

- A. Thomas Howell Ferguson P.A. CPAs for.....\$243,974.00
- B. Integrated Solutions Consulting Corp. for.....\$252,266.14
- C. Witt O'Brien's, LLC for.....\$253,266.00

These contracts will be utilized on a rotation basis as needed to support disaster planning, response and recovery. There is no immediate financial impact to the County, and the actual annual usage (Dollar Expenditure) is undetermined, as the extent of a declared Hurricane/Emergency is unknown. Staff will bring to the Board all projects that exceed the Advertised Bidding Requirement (ABR).

It is further recommended that the Board approve and authorize the Chief Procurement Officer to renew the Contracts in accordance with contract terms and conditions and approve change orders as they become necessary and required and up to allowable budget amounts. There are two (2), twelve (12) month renewal options.

REVIEW PROCESS

Kelly Trout	Approved	12/19/2023 4:36 PM
David DeCarlo	Approved	12/20/2023 11:23 AM
Paul Hasenmeier	Approved	12/20/2023 5:58 PM
Pamela Hare	Approved	12/21/2023 11:11 AM
Carla Rossiter-Smith	Delegated	12/27/2023 8:47 AM
Erin Briggs	Delegated	12/28/2023 8:01 AM
Carla Rossiter-Smith	Approved	01/11/2024 10:15 AM
Melissa Tartaglia	Approved	01/12/2024 8:14 AM
Heidi Kurppe	Approved	01/12/2024 10:32 AM
Toni Brady	Approved	01/16/2024 8:14 AM
Jeffrey Rogers	Approved	01/17/2024 5:03 AM

Colleen Conko

Approved

01/17/2024 9:38 AM

RESULT: ADOPTED

MOVER: Brian Hawkins

SECONDER: Steve Champion

Narverud, Hawkins, Campbell, Allocco and Champion