

**PURCHASING POLICY EXCEPTION FORM****FROM:**

DATE: 10/8/2025

DEPARTMENT: Public Works

VENDOR: DB Civil Construction

DEPT DIRECTOR/

MGR SIGNATURE: 

DATE: 10/8/2025

Amount of Invoice: \$18,460.00

Invoice Date: 09/05/2025

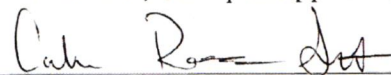
The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

The change order was negotiated between the County Project Manager and the contractor and approved by the County Project manager on August 14, 2025. There were delays in submitting the change order for processing and it was final approved on 9/25/2025. To avoid delays in the completion of the project and adhere to timelines, the contractor completed the necessary work prior to final CO approval.

**Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.**

**TO: CHIEF PROCUREMENT OFFICER**

Please review, and upon approval, forward to County Administration.



Date: 10/8/25

Resolution: **Approved.**

**To process this disbursement, the request must be approved by the County Administrator.**

**TO: COUNTY ADMINISTRATOR**

Please review, and upon approval, forward to the Finance Department for processing.

**APPROVED FOR PAYMENT:**COUNTY ADMINISTRATOR (or designee): 

DATE: 10/16/25

**APPROVED FOR PAYMENT:**

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR

**APPROVED**

By Joshua Stringfellow at 10:42 am, Oct 21, 2025

Date: \_\_\_\_\_

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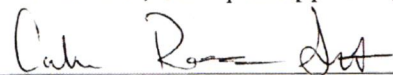
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APPROVED FOR PAYMENT:

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR

Date:



## DEPARTMENT OF PUBLIC WORKS

PLANNING • LANDS • ASSESSMENT • PUBLIC UTILITIES • STORMWATER • TRAFFIC • TRANSPORTATION

1525 EAST JEFFERSON STREET • BROOKSVILLE, FLORIDA 34601  
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### MEMORANDUM

**TO:** Carla Rossiter-Smith, Chief Procurement Officer

**FROM:** D. Todd Crosby, P.E., Acting DPW Director / County Engineer

**VIA:** Scott E. Nelson, Project Manager *SEN*

**DATE:** August 14, 2025

**RE:** Eastside Elementary Sidewalk (LAP) - Change Order - ONE  
24-CG00786  
PO: 25000620  
FPN: 441107-1

County Engineers Office is requesting an additional \$13,960 to provide quantities for shortfalls and additions / adjustments to ensure improvements (see attached). HCUD is requesting an additional \$4,500 for Water Line Relocation (see attached). The total for both is for \$18,460.

See attached for additional scope and fee.

  x   Prices have been determined to be fair and reasonable based on prices submitted with the Bid.

  x   Prices have been determined to be fair and reasonable based on negotiations with the contractor and the attached supporting documentation.

If additional information is needed, please contact me.

Thank you

cc: Todd Crosby, P.E., Assistant County Engineer  
Lillian Hoyt, Finance Manager  
Tia Opdyke, Operations Assistant  
Katrina Tejera, Operations Assistant - Utilities

# DB Civil Construction LLC

## REQUEST FOR CHANGE ORDER

### Misc Overages

Date: 8/14/2025

To: Hernando County

Project: Eastside Elementary

#### Driveway and Drainage Modifications

ITEM NO.	DESCRIPTION	QUANTITY	UM	UNIT PRICE	TOTAL
1	15" CMP MES	1	EA	\$4,400.00	\$ 4,400.00
527-2	DETECTABLE WARNINGS	175	SF	\$24.00	\$ 4,200.00
110-4-10	REMOVAL OF EXISTING CONCRETE	134	SY	\$40.00	\$ 5,360.00
LUMP SUM TOTAL:					\$ 13,960.00

Additional Days to complete work

1

Days

Scope of Work: Additional quantity of Removal of Concrete and Detectable Warnings were required to achieve the requirements of the plan design.

# DB Civil Construction LLC

## REQUEST FOR CHANGE ORDER

### Water Line Conflict

Date: 7/30/2025

To: Hernando County

Project: Eastside Elementary

#### Driveway and Drainage Modifications

ITEM NO.	DESCRIPTION	QUANTITY	UM	UNIT PRICE	TOTAL
1	Install Pipe and Appurtances for drainage pipe conflict*	1	LS	\$4,500.00	\$ 4,500.00
	*materials to be supplied by HCUD				
LUMP SUM TOTAL:					\$ 4,500.00

Additional Days to complete work

1

Days

**Scope of Work:** Existing water line is in conflict with proposed drainage pipe at Sta 40+00 Dakota Drive. Water line to be rerouted under proposed pipe. HCUD to provide all materials for scope of work. HCUD will provide and hand out all notices, perform all testing and chlorination. DB Civil Construction to install pipe and fittings ONLY.

Hernando County Board of County Commissioners  
15470 Flight Path Dr.  
Brooksville, FL 34604

Rev: 3

Construction Change Order

**Owner:** Hernando County Board of County Commissioners**Owner's Representative:****Vendor:** DB CIVIL CONSTRUCTION LLC

**Change Order No.** 1  
**Contract No.** 25000620

**Change Order Date:** 08-14-2025  
**Contract Date:**

**Project Description:**

EASTSIDE ELEM/RALEY ROAD

**The Project is Changed as Follows**

Justification: Contract #: 24-CG00786 Contract Name: Eastside Elementary Sidewalk  
Lap

Grant GMS#: 548

CO #: 1 is to increase/add additional funds for additions/adjustments to ensure  
project completion and improvements and add 2 days to the project.

Increase Line #2 \$13,960.00 ; New Line Total \$261,192.00

Add Line #3 \$4,500.00; New Line Total \$4,500.00

Old PO Total \$549,690.00 New PO Total \$568,150.00

Line #2 Dept 03211 Account 5616371 \$13,960.00

Line #3 Dept 07201 Account 5304614 \$4,500.00

Current Substantial Completion date: 09/09/2025

New Substantial Completion date: 09/11/2025

Current Final Completion date: 10/09/2025

New Final Completion date: 10/11/2025

3211-5616371	2	13960.00	111270
7201-5304614	3	4500.00	

<b>Total Addition/Deduction this Change Order:</b>	18,460.00
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<b>The Original Contract Sum was</b>	549,690.00
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<b>Net Change by previously authorized Change Orders:</b>	.00
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<b>The Contract Sum prior to this Change Order was</b>	549,690.00
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<b>The Net Amount of this Change Order is:</b>	18,460.00
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<b>The new Contract Sum including this Change Order will be</b>	568,150.00
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**The Contract Time will be changed by this Change Order (Days):**

**The Date of Substantial Completion as of the date of this Change Order therefore is:**

**Vendor Name/Address:**

DB CIVIL CONSTRUCTION LLC  
4475 US 1 SOUTH STE 707  
ST AUGUSTINE, FL 32086

Dalton Baylor

Digitally signed by Dalton Baylor  
DN: cn=Dalton Baylor,  
o=DB Civil Construction LLC,  
email=Dalton.Baylor@dbcivilconstruction.com,  
c=US  
Reason: I am approving this document  
Date: 2025.09.22 12:55:03 -04'00'

**Authorized Signature**

**Date:**

**Owner or Owner's Representative:**

Hernando County Commission  
15470 Flight Path Dr.  
Brooksville, FL 34601

*John R. ...*

**Chief Procurement Office**

**Date:** 9/26/25

**Distribution:**

Vendor - Original  
Purchasing & Contracts  
Finance  
Requisitioning  
Contract File

REV: 03/01/2013

## Change Order Maintenance

Function:

Data:

Menu

Return

Dept Group:

DEPARTMENT OF PUBLIC WORKS

Search

Change Orders

Funding

Summary/Submit

Documents

Rev: 3 Apprv: 0

C

Contract/PO #: 25000620 Chg Ord #: 1 Agent:

Contract Date:

Date: 08-14-2025

PO Req: 25000620

Vendor: 99914 DB CIVIL CONSTRUCTION LLC

Project Descr: EASTSIDE ELEM/RALEY ROAD

Contract Changes/  
Explanation

Justification: Contract #: 24-CG00786 Contract Name: Eastside  
Elementary Sidewalk Lap  
Grant GMS#: 548  
CO #: 1 is to increase/add additional funds for additions/

Total Inc/Dec this Change Order: 18,460.00+

Original Contract Sum: 549,690.00+

Net Change by Previously Auth Chg Orders: 0.00+

Contract Sum prior to this Change Order: 549,690.00+

Net Amount of this Change Order: 18,460.00+

New Contract Sum including this Change Order: 568,150.00+

Contract Time change (Days):

Date of Substantial Completion:

Upload Docs

Print Form

Entered: 08-14-2025 TIA OPDYKE

Approval 1: 09-23-2025 LILLIAN HOYT

Approval 2: 09-25-2025 CARLA ROSSITER-SMITH

Approval 3: 09-25-2025 MARY PAGILLO

Last Update: 09-25-2025 MARY PAGILLO