



AGENDA ITEM

TITLE

Change Order No. 3 to Purchase Order With Thomas Howell Ferguson, P.A., for Emergency Planning and Grant Program Management Services for Hurricane Milton (Contract No. 23-TFG0218; Amount: \$397,272.00)

BRIEF OVERVIEW

Contract No. 23-TFG0218, awarded by the 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 the CPO. The purchase order amount remained at \$25,000.00.

Change Order No. 2 in the amount of \$231,818.00 was approved by the Board on May 27, 2025, to cover outstanding invoices and projected invoices. The purchase order increased from \$25,000.00 to \$256,818.00.

Hernando County Emergency Management Department has requested an increase to Purchase Order No. 25000081 to cover current outstanding invoices and projected invoices. Change Order No. 3 in the amount of \$397,272.00, would increase the purchase order to \$654,090.00.

FINANCIAL IMPACT

Funding in the amount of \$397,272.00 will be available, following the approval of the attached budget amendment in the following:

Expense:

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. 3 in the amount of \$397,272.00 to Purchase Order No. 25000081 for Thomas Howell Ferguson PA, increasing the total purchase order amount to \$654,090.00.

It is further recommended the Board approve the associated budget amendment totaling \$397,272.00.

REVIEW PROCESS

Paul Hasenmeier	Approved	12/12/2025	8:53 AM
Erin Briggs	Approved	12/22/2025	3:54 PM
Amelia Gebala	Approved	12/23/2025	10:44 AM
Erin Dohren	Approved	12/26/2025	4:06 PM
Carla Rossiter-Smith	Approved	12/31/2025	9:53 AM
Pamela Hare	Approved	12/31/2025	1:19 PM
Melissa Tartaglia	Approved	01/05/2026	3:26 PM
Heidi Prouse	Approved	01/05/2026	4:56 PM
Toni Brady	Approved	01/06/2026	8:21 PM
Jeffrey Rogers	Approved	01/06/2026	11:37 PM
Colleen Conko	Approved	01/07/2026	8:11 AM



PROCUREMENT DEPARTMENT

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January 13, 2026

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 **1/13/2026** 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. **16866** Approval of Short Listed Firms for Architectural and Engineering Services for Fire Rescue and Emergency Services Fire Station Prototype Designs (Contract No. 25-RFQ01153/AP)
2. **16695** Award of Contract and Professional Services Agreement With McKim and Creed, Inc., for Engineering Services for Gretna and Hexam Water Treatment Systems Improvement Project (Contract No. 25-RFQ00955/AP; Amount: \$2,944,448.80)
3. **16876** Award of Quote and Work Authorization Agreement With MVH Construction, LLC, for Fire Station No. 7 Remodel Project Located on Mondon Hill Road (Contract No.23-T00040/AP Q 42; Amount: \$106,845.55)
4. **16857** Change Order No. 3 to Purchase Order With Thomas Howell Ferguson, P.A., for Emergency Planning and Grant Program Management Services for Hurricane Milton (Contract No. 23-TFG0218; Amount: \$397,272.00)