

# PURCHASING POLICY EXCEPTION FORM

FROM:

DATE: 12/12/2025

DEPARTMENT: Landfill

VENDOR: Integrated Environmental Technology

DEPT DIRECTOR/  
MGR SIGNATURE: \_\_\_\_\_

DATE: 12/12/25

Amount of Invoice: \$10,800.00  
\$10,800.00

Invoice Date: 9/30/2025 Non PO RQ 91501  
9/30/2025 Non PO RQ 91504

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

Contract 20-T00034 expired in August 2025 & the PO 25000280 was closed without the August Invoice 2025 being processed. No contract was in place for September Services Invoice 2025. The temporary flare rental will be needed until it's removed in approx. 1 year. Scott Harper is working on amending the new contract 25-TF01018 to add this monthly rental. Attached see memo. 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.

Cahn Rose Det

Date: 1/8/2026

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: 1/11/26

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/  
ASST. FINANCE DIRECTOR

APPROVED

By Joshua Stringfellow at 8:19 pm, Jan 29, 2026

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



## DEPARTMENT OF SOLID WASTE

SOLID WASTE ♦ RECYCLING ♦ SW CODE ENFORCEMENT ♦ FINANCE ♦ HOUSEHOLD HAZARDOUS WASTE

14450 LANDFILL RD ♦ BROOKSVILLE, FLORIDA 34614

P 352.754.4112 ♦ F 352.754.4118 ♦ W [www.HernandoCounty.us](http://www.HernandoCounty.us)

Date: December 25, 2025

To: Carla Rossiter-Smith  
Procurement and Contracts

From: Scott Harper  
Solid Waste & Recycling

Subject: Purchasing Policy Exceptions Integrated Environmental Technology

The Solid Waste Department has requested two PPE's for work that was done during the previous fiscal year. Contract 20-T00034 between the County and IET expired August 24, 2025 and the corresponding purchase order, PO25000280, was closed without the invoice dated September 8, 2025 being paid. The work related to invoice 2623 was based on Amendment No.2 Part VII: cell 1 & 2 geosynthetic settlement repair which was completed August 20, 2025.

Invoice 2621 dated September 30, 2025 was received for payment without a purchase order being issued as the contract was signed the last week of September.

The Procurement Department issued Invitation to Bid (ITB) No. 25-TF01018/JC (Re-Bid) on June 11, 2025, at the request of the Hernando County Solid Waste & Recycling Department, to obtain bids for the purchase of Leachate & Gas Collection System Maintenance Services. The previous solicitation, 24-TF00883/JC, was closed so the scope of work and the specifications could be revised to better serve the needs of the County. The award was not until September 23, 2025. The transitioning of the accounting clerk III's within the solid waste department to the utilities department was ongoing during this time frame. Training was occurring and job duties were being vetted out. All that was going on the follow up for what was paid and not paid did not occur in a timely manner.



DEPARTMENT OF PURCHASING AND CONTRACTS

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

AMENDMENT NO. TWO (2)

TO

CONTRACT No. 20-T00034/CH
FOR

LEACHATE AND GAS COLLECTION SYSTEM MAINTENANCE SERVICES

The following changes, additions and/or deletions are hereby made a part of the Contract Documents for the CONTRACT No. 20-T00034/CH - LEACHATE AND GAS COLLECTION MAINTENANCE SERVICES, as fully and completely as if the same were fully set forth therein:

- 1. Section V: SCOPE AND SPECIFICATIONS, add services for the monthly monitoring and maintenance of candlestick flare and repair of Cell 1 & 2 Geosynetic Repair Settlement as follows:

64. Provide maintenance, operation, and monthly monitoring of the 3000 SCFM Candlestick flare, Cells 1 and 2, to sustain regulatory compliance for air emissions by maintaining the flare component of the landfill gas system.

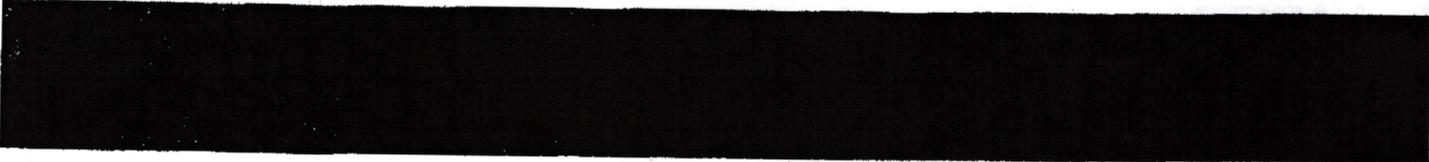
65. Cell 1 & 2 Geosynetic Repair Settlement - An area of the final cap near LFG extraction well EW-121 has incurred excessive settlement. Due to the previous history of high LFG temperatures and fire, an investigation remediation would be prudent at this time. This area is the exact location of an earlier thermal oxidation event (fire). Excessive settlement can be caused by numerous factors, such as waste not being compacted well, stormwater intrusion, and fires. The full extent of the damage or repair needed will be unknown before the work proceeds. The settlement area has a final cover system consisting of a Geosynthetic liner and select cover soil. The investigation and repair work would include:

- 1. Removal of protective cover soils to expose the liner system.
2. Remove the liner system in a settled area.
3. Inspect the subsurface conditions for heat, water intrusion, or fire signs.
4. Bring the subgrade back to design grades and compact.
5. Replace the Geosynthetic liner system and protective cover.
6. Install the sod in all disturbed areas.
7. Purchase of parts needed for repairs will be at cost + 15%.

- 2. Section VI: BID FORM, add pricing tables for 3000 SCFM Candlestick flare services and Cell 1 & 2 Geosynetic Repair Settlement as follows:

PART VI: OPERATION AND MAINTENANCE OF THE 3000 SCFM CANDLESTICK FLARE - CELLS 1 & 2

Table with 6 columns: Item No., DESCRIPTION, UNIT, QTY, UNIT PRICE, TOTAL AMOUNT. Rows include Monthly Monitoring, Monthly Flare Rental, Monthly Flare Maintenance, and Part VI TOTAL.



**PART VII: CELL 1 & 2 GEOSYNTHETIC REPAIR SETTLEMENT**

Item No.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
1	Removal of protective cover soils to expose the liner system	1	LS	10,000	10,000
2	Remove the liner system in a settled area	1	LS	16,000	16,000
3	Inspect the subsurface conditions for heat, water intrusion, or fire signs.	1	LS	5,000	5,000
4	Bring the subgrade back to design grades and compact	1	LS	15,000	15,000
5	Replace the Geosynthetic liner system and protective cover	1	LS	22,500	22,500
6	Install the sod in all disturbed areas	1	LS	6,500	6,500
Part VII TOTAL					<b>\$75,000.00</b>

3. All other terms and conditions shall remain the same.

INTEGRATED ENVIRONMENTAL  
TECHNOLOGY, LLC

*Randall L Adkins*

Print Name: Randall L Adkins

Print Title: President, MM

March 12, 2025

Date

BOARD OF COUNTY COMMISSIONERS  
HERNANDO COUNTY

*Brian Hawkins*

Brian Hawkins

Chairman



*June 10, 2025*

Date

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

By: *Melissa Tartaglia*  
County Attorney's Office

IET  
 6450 Bendelow Drive  
 Lakeland, FL 33810  
 Hernando County Landfill liner  
 Repair

PROJECT NAME:

CONTRACTOR NAME:

Southeast Environmental Contracting, Inc.  
 5667 Val Del Road, Hahira, GA 31632

PROJECT NO.

PO NO.

PAY REQUEST NO.

784

1

	Item/Description	Quantity	Unit	Unit Cost	Subtotal Cost	Project total units	Project Total
1	Mobilization	1	ea	\$6,800.00	\$6,800.00	1	\$6,800.00
2	40 mil material and Installation	6,400	sf	\$1.88	\$12,032.00	6,400	\$12,032.00
3	Geocomposite material and Installation	6,400	sf	\$1.96	\$12,544.00	6,400	\$12,544.00
4	Demobilization	1	ea	\$6,800.00	\$6,800.00	1	\$6,800.00
	<b>TOTAL</b>				<b>\$38,176.00</b>		<b>\$38,176.00</b>

Invoice Total \$38,176.00

Earl Holmes  
 (CONTRACTOR)

9/3/2025  
 Date

  
 (SIGNATURE OF AUTHORIZED REPRESENTATIVE)

President  
 Title



Non Reg 91504

6450 Bendelow Drive  
Lakeland, FL 33810  
863-868-8348  
www.IETteam.com

# Invoice

Invoice Date: 9/30/2025  
Invoice No: 2621

**Bill To:**

Scott Harper  
Hernando County Landfill  
14450 Landfill Road  
Brooksville, FL 34614-0806  
352-754-4112

**Ship To:**

Scott Harper  
Hernando County Landfill  
14450 Landfill Road  
Brooksville, FL 34614-0806  
352-754-4112

<b>P.O. No:</b>	<b>Terms:</b>	<b>Due Date:</b>	<b>Project:</b>
	Net 30	10/30/2025	25112210 Hernando Temp Flare 08/01-12/31

Item	Description	Qty	U/M	Rate	Amount
	Hernando County Landfill - Temporary Flare Operation - Skid Flare System				
	Reference: Hernando County Landfill - Phase 3 Temporary Flare				
	September 2025				
1	Monthly Temporary Skid Flare Rental	1	EA	7,200.00	7,200.00
2	Monthly Temporary Skid Flare Maintenance	1	EA	3,600.00	3,600.00

07602 - 5303401  
Old PO 2500280

PAID  
10/2/2025

RECEIVED DEC 12 2025

We Appreciate Your Business  
Thank you.

<b>Total:</b>	<b>\$10,800.00</b>
<b>Balance Due:</b>	<b>\$10,800.00</b>

Non Req 91501



6450 Bendelow Drive  
Lakeland, FL 33810  
863-868-8348  
www.IETteam.com

# Invoice

Invoice Date: 9/1/2025  
Invoice No: 2620

**Bill To:**

Scott Harper  
Hernando County Landfill  
14450 Landfill Road  
Brooksville, FL 34614-0806  
352-754-4112

**Ship To:**

Scott Harper  
Hernando County Landfill  
14450 Landfill Road  
Brooksville, FL 34614-0806  
352-754-4112

<b>P.O. No:</b>	<b>Terms:</b>	<b>Due Date:</b>	<b>Project:</b>
	Net 30	9/30/2025	25112210 Hernando Temp Flare 08/01-12/31

Item	Description	Qty	U/M	Rate	Amount
	Hernando County Landfill - Temporary Flare Operation - Skid Flare System				
	Reference: Hernando County Landfill - Phase 3 Temporary Flare				
	August 2025				
1	Monthly Temporary Skid Flare Rental	1	EA	7,200.00	7,200.00
2	Monthly Temporary Skid Flare Maintenance	1	EA	3,600.00	3,600.00

07602 - 53034101  
Old PO 25000280

RECEIVED DEC 12 2025

We Appreciate Your Business  
Thank you.

Total: \$10,800.00  
Balance Due: \$10,800.00

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**FW: IET Invoices 2620 and 2621**

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~~From: Katrina Tejera <KTejera@co.hernando.fl.us>~~

Date: Thu 12/11/2025 3:35 PM

To: Shannon Welge <swelge@co.hernando.fl.us>

Cc: Grace Sheppard <GSheppard@co.hernando.fl.us>; Mariane Micheo <mmicheo@co.hernando.fl.us>

 2 attachments (2 MB)

Invoice 2621 Hernando County Landfill - Temporary Flare Operation – Skid Flare System September 2025.pdf; Invoice 2620 Hernando County Landfill - Temporary Flare Operation – Skid Flare System August 2025.pdf;

Hi Shannon,

Please proceed with completing a Purchasing Policy Exception form for the attached 2 invoices and submit the invoices separately for payment in Onbase. Please use the justification below.

Contract 20-T00034 expired in August 2025 and the PO 25000280 was closed without the August Invoice 2620 being processed. No contract was in place for September Services Invoice 2621. The Temporary flare rental will be needed until it is removed in approx. 1 ½ years. Scott Harper is working on amending the new contract, 25-TF01018 to add this monthly rental.

Thank you,

*23052*

*Katrina (Trina) Tejera*

Operations Assistant  
Hernando County Utilities Department  
15365 Cortez Blvd.  
Brooksville, FL 34613  
352-540-4368 x35124

**From:** Scott Harper <SHarper@co.hernando.fl.us>

**Sent:** Thursday, December 11, 2025 2:08 PM

**To:** Katrina Tejera <KTejera@co.hernando.fl.us>

**Cc:** Grace Sheppard <GSheppard@co.hernando.fl.us>

**Subject:** RE: IET Invoices 2620 and 2621

These invoices are correct and will keep coming monthly until the temporary flare is removed which will probably be a year and ½. When this contract went out it was stated by purchasing that an amendment needs to be added to include the temporary flare costs. That needs to be done. They would not add it into the bid at the time.

**From:** Katrina Tejera <KTejera@co.hernando.fl.us>

**Sent:** Thursday, December 11, 2025 2:05 PM