

PURCHASING POLICY EXCEPTION FORM

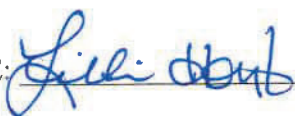
FROM:

DATE: 11/17/2025

DEPARTMENT: Public Works

VENDOR: Consor Engineers

DEPT DIRECTOR/

MGR SIGNATURE: 

DATE: 11/17/25

Amount of Invoice: \$2751.42

Invoice Date: 10/31/2025

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

The invoiced amount is due to work completed prior to the notice to proceed being issued for Post Design services
This vendor was used during the design phase of this project and did not realize that a new purchase order was
issued during construction phase for post design services and completed work prior to the official notice.

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: _____

Resolution: ATTACHED IS AN EMAIL ADDRESSING THE INCOMPLETE CPO SIGNATURE.
ADVISED BY TONI BRADY TO MAKE PAYMENT AND DOCUMENT PPE.

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: _____

APPROVED FOR PAYMENT:

FINANCE DIRECTOR/

ASST. FINANCE DIRECTOR _____

Date: _____



2818 Cypress Ridge Boulevard, Suite 200
Wesley Chapel, FL 33544
813.435.2600

October 31, 2025

tcrosby@co.hernando.fl.us

Mr. Todd Crosby, PE
Hernando County
15470 Flight Path Drive
Brooksville, FL 34604

RE: Anderson Snow Road & Corporate Boulevard Improvements – Post Design Services
Hernando County, Florida
Contract No. 22-R00004/PH –Post Design Services - PO# 25000723

Conсор North America, Inc. Project No. 5229277FL.00
Invoice No. 5229277FL – 3REV

Dear Mr. Crosby,

Enclosed are an original and one (1) copy of the invoice documents for the referenced project.

If further information is required, please contact Erik Leschak at (813) 435-2636.

Sincerely,
CONSOR NORTH AMERICA, INC.

A handwritten signature in blue ink, appearing to read "Jeffrey S. Novotny".

Jeffrey S. Novotny, PE
Senior Vice President

Enclosures

cc: File 5229277FI.00
Erik Leschak, Project Manager

C:\pw_work\american-pw-01\d0620413\5229277_CoverLetter.docx



ACH Remit To:
Bank: CIBC Bank USA
Routing Number: 071006486
Account Type: Checking
Account Number: 2937050

ar@consoreng.com

Consor North America, Inc. | FEIN: 93-0768555
350 Indiana Street, Ste. 400, Golden, CO 80401 | 888.451.6822

Invoice

Hernando County
1525 E Jefferson St
Brooksville, FL 34601

October 31, 2025
Invoice No: 5229277FL.00 - 3-REV

Invoice Total **\$2,751.42**

Project 5229277FL.00 Anderson Snow Road & Corporate Blvd

For professional services performed June 23, 2025 through August 7, 2025

Task 000 Preliminary Place Holder

Subtask 5010 Preliminary Place Holder

Fee

Task Description	Fee	Percent Complete	Total Billed	Previously Billed	Current Billed
Project Management	7,874.65	100.00	7,874.65	7,874.65	0.00
Roadway	75,559.41	100.00	75,559.41	75,559.41	0.00
Drainage	37,908.24	100.00	37,908.24	37,908.24	0.00
Utility Coordination	5,108.80	100.00	5,108.80	5,108.80	0.00
Environmental Permitting	20,197.86	100.00	20,197.86	20,197.86	0.00
Structures	6,563.38	100.00	6,563.38	6,563.38	0.00
Signing and Marking	32,437.25	100.00	32,437.25	32,437.25	0.00
Sub: Traffic Counts (Adams)	890.26	98.6341	878.10	878.10	0.00
Sub: Survey (Cumbey & Fair)	76,887.57	100.00	76,887.57	76,887.57	0.00
Sub: Traffic (Cumbey & Fair)	65,828.39	100.00	65,828.39	65,828.39	0.00
Sub: Additional SUE (Cumbey & Fair)	14,462.55	100.00	14,462.55	14,462.55	0.00
Sub: Geotech (Tierra)	29,300.29	94.2977	27,629.50	27,629.50	0.00
Sub: Utility (Stroud)	43,484.60	100.00	43,484.60	43,484.60	0.00
Total Fee	416,503.25		414,820.30	414,820.30	0.00
Total Fee					0.00

Subtask Total 0.00

Task Total 0.00

Task 001 Post Design Services

Subtask 01 Meeting Attendance

Labor

	Hours	Rate	Amount	
Leschak, Erik 6/23/2025	3.00	173.29	519.87	
kickoff meeting				
Leschak, Erik 7/8/2025	1.00	173.29	173.29	
submittal concrete mix design discussion				
Stockhausen, Robert 6/23/2025	3.00	115.48	346.44	
Preconstruction meeting at county				
Total	7.00		1,039.60	
Labor Subtotal				1,039.60

Subtask Total \$1,039.60

Subtask 02 Review Shop Drawings Plan Revisions

Labor

	Hours	Rate	Amount	
Green, Bradley 8/6/2025	6.00	162.06	972.36	
review of the tcp plan view from the contractor.				
Green, Bradley 8/7/2025	1.00	162.06	162.06	
review of the tcp plan view from the contractor.				
Stockhausen, Robert 6/23/2025	2.00	115.48	230.96	

plansheets for contractor with just roadway and existing, and shop drawings for Pipe and				
Stockhausen, Rober	7/8/2025	2.00	115.48	230.96
concrete mix design review				
Stockhausen, Rober	7/28/2025	.50	115.48	57.74
aggregate review, epoxy lining review				
Stockhausen, Rober	7/29/2025	.50	115.48	57.74
aggregate review, epoxy lining review				
Total		12.00		1,711.82
Labor Subtotal				1,711.82

Subtask Total	\$1,711.82
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Task Total	\$2,751.42
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Billing Limits	Current	Prior	To-Date
Total Billings	2,751.42	414,820.31	417,571.73
Limit			451,320.23
Remaining			33,748.50
		Invoice Total	<u>\$2,751.42</u>

Billings to Date	Current	Prior	Total
	2,751.42	414,820.31	417,571.73

Authorized By: _____ Date: _____

Erik Leschak, PE

Approved
Tab
11/10/25

From: [Carla Rossiter-Smith](#)
To: [Lillian Hoyt](#); [Shanon Aguayo](#)
Cc: [Tia Opdyke](#)
Subject: RE: Policy Exemption Form - Consor Engineers
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

If you have an open PO you can process payment. We would not do a PPE on a open PO. You still need an NTP if its required, but not having a NTP does not preclude us from payment if the PM is certifying that the work was requested and completed; then payment on the PO should be made.

Thanks,

Carla Rossiter-Smith, MSM, PMP, GPC
Chief Procurement Officer
Crossiter-smith@co.hernando.fl.us
Office: (352) 540-6544
Cell: (352) 667-4272

From: Lillian Hoyt <LHoyt@co.hernando.fl.us>
Sent: Thursday, November 20, 2025 2:50 PM
To: Shanon Aguayo <saguayo@hernandoclerk.org>
Cc: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>; Tia Opdyke <Topdyke@co.hernando.fl.us>
Subject: RE: Policy Exemption Form - Consor Engineers

Shanon,

Please confirm, as I am running on information at least a year old in my head, we cannot process a payment for work completed prior to the Notice to Proceed date per Policy.

This has been my understanding for 15+ years.

Lillian Hoyt

Finance Manager
Hernando County Department of Public Works
1525 E. Jefferson Street
Brooksville, Florida 34601
Telephone 352-754-4060
Fax 352-754-4423

Don't Sweat the Petty stuff, and don't pet the sweaty stuff ~George Carlin

From: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>

Sent: Thursday, November 20, 2025 11:49 AM
To: Tia Opdyke <Topdyke@co.hernando.fl.us>
Cc: Lillian Hoyt <LHoyt@co.hernando.fl.us>
Subject: RE: Policy Exemption Form - Consor Engineers

I'm a little unclear on what this is for. The justification states NTP and then PO, if there was an existing PO and the work preceded the NTP this can still be paid under that PO.

If something different is what is being communication then please clarify in the justification and include relevant PO numbers.

Thanks,

Carla Rossiter-Smith, MSM, PMP, GPC
Chief Procurement Officer
Crossiter-smith@co.hernando.fl.us
Office: (352) 540-6544
Cell: (352) 667-4272

From: Tia Opdyke <Topdyke@co.hernando.fl.us>
Sent: Monday, November 17, 2025 4:29 PM
To: Carla Rossiter-Smith <CRossiter-Smith@co.hernando.fl.us>
Cc: Lillian Hoyt <LHoyt@co.hernando.fl.us>
Subject: Policy Exemption Form - Consor Engineers

Hi Carla,

Please find the attached PPE form and invoice for your review and approval.

Thank you,



Tia Opdyke
Operations Assistant
Hernando County Department of Public Works
1525 E Jefferson Street
Brooksville, FL 34601
P (352) 754-4060 F (352) 754-4423