



**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS**

15470 FLIGHT PATH DR  
BROOKSVILLE, FL 34604

**PURCHASE ORDER-CHANGE NO. 25000081-3**

PAGE NO. 1

localgov@thf.cpa

103956

THOMAS HOWELL FERGUSON PA  
2615 CENTENNIAL BLVD STE 200  
TALLAHASSEE FL 32308-0599

HERNANDO COUNTY EOC  
18900 CORTEZ BLVD  
BROOKSVILLE FL 34601

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ORDER DATE: 10/10/24		BUYER: JCRULL		REQ. NO.: 0	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: DESTINATION		DESC.: EPO DECL STATE OF EMERG	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
<p>This Emergency Purchase is in accordance with Hernando County Purchasing Policy 060F. The estimated dollar amount reflected is only a County estimate. The Contractor/Vendor shall provide final invoice to the County Project Manager detailing the actual costs involved for final invoicing amount. The Department will process a Change Order to the Purchase Order revising the amount of the emergency for processing and payment by Accounts Payable. County Terms and Conditions are identified in this purchase order.</p> <p>Contract #23-TFG0218 TO#4 Contract Expires: 01/22/2026</p> <p>The County Contact Person is: Erin Thomas, Phone Number: (352) 587-3030 The Contractor Contact is: Steve Stevens III, Phone Number: (850) 521-3149</p> <p>12/5/2024 Change Order No 1 - MP CHANGE ORDER NO. 1 IS TO CORRECT THE NOTES ON THIS EMERGENCY PURCHASE ORDER: REPLACE "HERNANDO COUNTY PURCHASING POLICY 060F" WITH "HERNANDO COUNTY PROCUREMENT POLICY".</p>					

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$
				TOTAL \$

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*Carl Rouseff - State*

\*\*SEE TERMS AND CONDITIONS ON REVERSE SIDE\*\*

**APPROVED BY:**

CHIEF PROCUREMENT OFFICER

## HERNANDO COUNTY PURCHASE ORDER TERMS AND CONDITIONS

### GENERAL

The condition of this order may not be changed by Vendor/Contractor. If order is not acceptable, return to Hernando County Purchasing and Contracts Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future orders.

### QUALITY

All material or services furnished on this order must be as specified and subject to County inspection and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Chief Procurement Officer. Materials rejected will be returned at the Vendor/Contractor's risk and expense.

### QUANTITY/PRICE

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### INDEMNITY AND INSURANCE

The Vendor/Contractor agrees to indemnify and hold harmless Hernando County, including its officers, agents and employees, from all claims, damages, losses and expenses, including reasonable attorneys' fees, and costs brought or incurred on account of injuries or damages sustained by any party due to the operations of the Vendor/Contractor under this contract. The Vendor/Contractor further agrees to provide workers' compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by the County for the particular circumstances and operations of the Vendor/Contractor. The Vendor/Contractor further agrees to provide the County with Certificates of Insurance, indicating the amount of coverage in force, upon request.

### PACKING

Packages must be plainly marked with shipper's name and purchase order number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

### DELIVERY

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### MATERIAL SAFETY DATA SHEET

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### OSHA REQUIREMENT

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### LEGALLY AUTHORIZED WORKFORCE

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<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation Employer's Liability	Statutory requirements at location of work \$ 100,000 each accident \$ 100,000 by employee \$ 500,000 policy limit
(b) Commercial General Liability (Additional Insured & Wavier Of Subrogation)	\$ 2,000,000 General Aggregate \$ 2,000,000 Products-Comp. Ops Agg. \$ 1,000,000 Each Occurrence \$ 5,000 Medical Expense
(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident



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TERMS: NET 30 DAYS		F.O.B.: DESTINATION		DESC.: EPO DECL STATE OF EMERG	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
			40011-5303401 0 .00		
<p>5/28/2025 Change Order No 2 - MP  23-TFG0218 Grant GMS #:571  EPO CO#2 is to increased funds to accommodate both  outstanding and projected invoices.  Increase Line 1 \$231,818.00 New Line Total \$256,818.00</p> <p>Old PO Total \$25,000.00 New PO Total \$ 256,818.00</p> <p>Dept 40011 Account 5303401 Milton24 Line#1 \$  231,818.00</p> <p>40011-5303401 1 231818.00</p> <p>1/14/2026 Change Order No 3 - MP  Contract # 23-TFG0218 TO#4 Grant GMS# 571  EPO CO #3 increases funding for consulting services  related to Hurricane Milton.  The amount of work needed for storm response was  greater than originally expected. This change order  adds funding for about 1,740 additional hours of  consulting work through January 22, 2026, and also</p>					

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$
				<b>TOTAL \$</b>

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*Carl Rouseff - State*

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CHIEF PROCUREMENT OFFICER

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ORDER DATE: 10/10/24		BUYER: JCRULL		REQ. NO.: 0	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: DESTINATION		DESC.: EPO DECL STATE OF EMERG	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
covers unpaid invoices.					
Increase Line 1 \$397,272.00 New Line Total \$654,090.00					
Old PO Total \$256,818.00 New PO Total \$654,090.00					
Dept 40011 Account 5303401 Line#1 \$397,272.00					
40011-5303401 1 397272.00					
01	654090.00	JOB	EPO DECLARED STATE OF EMERGENCY MILTON-PLANNING AND GRANT PROGRAM MANAGEMENT	1.0000	654,090.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	654,090.00
01	40011 5303401	654,090.00	MILTON24	<b>TOTAL \$</b>	<b>654,090.00</b>

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<u>Coverage</u>	<u>Minimum Amounts and Limits</u>
(a) Worker's Compensation	Statutory requirements at location of work
Employer's Liability	\$ 100,000 each accident \$ 100,000 by employee \$ 500,000 policy limit
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VENDOR

TO

ORDER DATE: 10/10/24		BUYER: JCRULL		REQ. NO.: 0	REQ. DATE:
TERMS: NET 30 DAYS		F.O.B.: DESTINATION		DESC.: CHANGE ORDER - 3	
ITEM#	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	EXTENSION
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01	*****		JOB EPO DECLARED STATE OF EMERGENCY MILTON-PLANNING AND GRANT PROGRAM MANAGEMENT	.0000	397,272.00

ITEM#	ACCOUNT	AMOUNT	PROJECT CODE	PAGE TOTAL \$	397,272.00
01	40011 5303401	397,272.00	MILTON24	<b>TOTAL \$</b>	<b>397,272.00</b>

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(c) Automobile Liability Option of Split Limits: (1.) Bodily Injury	\$ 1,000,000 Combined Single Limit (owned, hired and non-owned) \$ 1,000,000 Per Person or \$1,000,000 Per Accident

# Hernando County Board of County Commissioners Change Order Request

<u>          </u> Add Line(s)	<u>          </u> Cancel Outstanding Balance	<u>  X  </u>	<u>          </u> Increase/Decrease Funds
<u>          </u> Delete Line(s)	<u>          </u> Change Project Number	<u>          </u>	<u>          </u> Increase/Decrease Blanket
<u>          </u> Cancel Purchase Order	<u>          </u> Change Account Number	<u>          </u>	<u>          </u> Increase/Decrease Quantity

Today's Date: 01-14-2026

PO/Contract #: 25000081

Change Order Number: 3

Requisition Number: 25000081

Vendor's Name on PO: THOMAS HOWELL FERGUSON PA

Department/Employee: ANGEL TURNER

Instructions: In the explanation, details of the request must be provided. All requests must include account number, line item number, project number, new purchase order total. Include details as if entering a new requisition. If change request is due to new agreements, quotes, projects, etc. necessary documents must be attached.

### Explanation:

Justification: Contract # 23-TFG0218 TO#4 Grant GMS# 571  
EPO CO #3 increases funding for consulting services related to Hurricane Milton.  
The amount of work needed for storm response was greater than originally expected. This change order adds funding for about 1,740 additional hours of consulting work through January 22, 2026, and also covers unpaid invoices.

Increase Line 1 \$397,272.00 New Line Total \$654,090.00  
Old PO Total \$256,818.00 New PO Total \$654,090.00  
Dept 40011 Account 5303401 Line#1 \$397,272.00

40011-5303401 1 397272.00

Department Approval: ERIN THOMAS Date: 12-01-2025

Chief Procurement Officer: FRAN HALLET Date: 01-14-2026

BOCC Approval Date: \_\_\_\_\_

(BOCC Required per Purchasing 080E)

# Grant Compliance Review Form

Please confirm the following tasks have been completed. Check  Yes  No  for each and add comments as needed.

PO: 2500081	CO #: 3	Vendor: Thomas Howell Ferguson PA	GMS #: 571	Award #: Z5110
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## Grant Compliance Check

Task	Yes	No	N/A	Comments
Purchase aligns with the grant's activities and objectives <small>(List equipment or real property)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increase line 1 \$397,272.00 new line total \$654,090.00.
Period of performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/05/2024 – 04/11/2025 (CAT A-B) 10/05/2024 – 04/11/2026 (CAT C-G) This qualifies under CAT Z, allowable 120 days after final project close out. Under the current POP this would be 08/09/2026.
Equipment and Real Property	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
BCC and/or Legal Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item 16857 for CO 3 & Budget Amendment
Funding agency approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## Procurement Compliance Check

Task	Yes	No	N/A	Comments
Suspension & Debarment <small>State &amp; Federal Transactions &gt;\$25k</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Done with initial award
Purchase was competitively procured <small>(if applicable)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RFP
Procurement type is properly classified <small>(e.g., Micro-purchase &lt;\$10,000.00, Small Purchase \$10,000.01-\$50,000.00, Formal Procurement (Sealed Bids &amp; Proposals) &gt; \$50,000.01)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sealed Proposals
Cost & Price Analysis for items over \$250,000.00 <b>(Please Attach Analysis to Form)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Done with initial award. No change in rates. Will pay for actual hours with proper backup

## Budget & Funding Availability Check

Task	Yes	No	N/A	Comments
Sufficient budget allocated for this purchase <b>-eFinance</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dept:40011 Account:5303401 Funds Available: Budget Amendment 2026-30 approved, input pendint
The purchase is within the approved budget <b>-agreement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEMA PA allows for 5% of total Federal Award for Contract Management.

## Notes and Reviewer Sign Off

Approved  Not Approved  Needs Correction

Notes: Currently in FEMA GO, there is \$9,764,305 under "Best Available Federal Share Cost". This means the current best for FEMA reimbursement for these expenses is \$488,215. There is still \$7+ Million pending Debris Removal to be added to FEMA GO to bring the total expect FEMA PA reimburse to \$17+ Million, allowing for \$850,000 in Contract Management Costs. As there is no guarantee when/if FEA reimbursement will be finalized, these totals are a best educated estimate. The Department/County will be responsible to pay any excess charges outside of FEMA reimbursement.

Reviewed By and Date: Erin Kluis Briggs 01/14/2026



## AGENDA ITEM

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### 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

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

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

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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)