



**Hernando County  
Board of County Commissioners**

15470 Flight Path Dr  
Brooksville, FL 34604-6823  
Vendor Portal Path



**Purchase Order**

Fiscal Year 2026 Page 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES, AND SHIPPING PAPERS.**

Bill To  
**UTILITIES ENGINEERING  
15365 CORTEZ BLVD  
BROOKSVILLE, FL 34613**

Ship To  
**UTILITIES ENGINEERING  
15365 CORTEZ BLVD  
BROOKSVILLE, FL 34613**

Purchase Order Number **26000453-001**  
Purchase Order Date **01/29/2026**  
Department **HCUD-ENGINEERING**  
Required By **09/30/2026**  
Payment Terms **45 Days**

Vendor  
**CITRUS WELL DRILLING  
PO BOX 369  
HERNANDO, FL 34441**

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
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101848

**NOTES**

WELL REHAB - JAMAICA W  
Contract #: NA Grant GMS #: NA  
CO # 1 is to add Line 2 to replace damaged drop pipe per Quote.  
Add Line 2 \$ \$32,759.00 Line Description Well #11 Drop Pipe Replacement;  
New Line Total \$32,759.00  
Dept 200 Account 14102-40-53600-534600 Line #2 \$32,759.00  
Old PO Total \$37,800.00 New PO Total \$70,559.00

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	WELL MAINTENANCE AND REPAIR AND DRILLING SERVICES - WELL REHAB GL #: B411-200-14102-40-53600-534600-	1.0000	EA	\$37,800.0000	\$37,800.00
2	Drop Pipe Replacement GL #: B411-200-14102-40-53600-534600-	1.0000	EA	\$32,759.0000	\$32,759.00

**GL SUMMARY**

B411-200-14102-40-53600-534600- \$70,559.00

See Terms and Conditions on the reverse side.

*Carl Ross - State*  
Chief Procurement Officer

Total Ext. Price \$70,559.00

**Purchase Order Total \$70,559.00**

## 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 Procurement Department. Failure of a Vendor/Contractor to deliver according to this purchase order awarded to them or to comply with any of the terms and conditions therein may disqualify them 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

The quantity of materials ordered, or the prices specified must not be exceeded without written authority being first obtained from the Chief Procurement Officer.

### 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

All materials must be shipped F. O. B. destination. The County will pay no freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F. O. B. shipping point, VENDOR/CONTRACTOR ARE TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be affected within the time stated on purchase made between 8:00 AM and 5:00 PM Monday to Friday inclusive unless otherwise stated. In case of default by the Vendor/Contractor, Hernando County may procure the articles or services covered by this order from other sources and hold the Vendor/Contractor responsible for any excess occasioned thereby.

### PAYMENT

Partial billing will be accepted only for items received within the specified delivery period. Payments for items delivered after this specified delivery period will be made after the entire order is completed and accepted by Hernando County. Payment shall be made in accordance with Florida Statute, Ch. 218, Florida Prompt Payment Act. Payment for accepted equipment/supplies/services will be accomplished by submission of an invoice to the "bill to address" on the front of the purchase order unless otherwise indicated.

### MATERIAL SAFETY DATA SHEET

The Vendor/Contractor agrees to furnish Hernando County with a current Material Safety Data Sheet (MSDS) on or before delivery of each hazardous chemical/substance purchased which is classified as toxic under OSHA's Hazard Communication Standard. Appropriate labels and MSDSs shall be provided for all shipments.

### OSHA REQUIREMENT

The Vendor/Contractor hereby guarantees Hernando County that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Administration Act of 1970, as from time to time amended and in force at the date thereof.

### LEGALLY AUTHORIZED WORKFORCE

Vendor/Contractor represents and warrants that Vendor/Contractor is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States. Vendor/Contractor is encouraged to incorporate the IMAGE best employment practices into its business and, when practicable, incorporate verification requirements into its agreements with subcontractors. The IMAGE Best Employment Practices can be found on the U.S. Immigration and Customs Enforcement website at <https://www.ice.gov/outreach-programs/image>.

### 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.

The Vendor/Contractor shall maintain in effect at all times during the performance of the services insurance coverage according to the Contract between Vendor/Contractor and County. All waiver of subrogation provisions of the Contract apply. In the absence of a current Contract, the Vendor/Contractor shall, at its sole expense, maintain in effect at all times during the performance of the services insurance coverage with limits not less than those set forth below (unless the County agrees in writing to lower limits) and with insurers and under forms of policies satisfactory to County; Vendor/Contractor shall endorse Hernando County as an additional insured on the commercial general liability (additional insured shall read "Hernando County Board of County Commissioners"); Vendor/Contractor waives subrogation as to the General Liability policy unless a policy condition prohibits pre-loss waiver of subrogation, in which case Vendor/Contractor shall request of the insurer that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others unless such policy prohibits such an endorsement or voids coverage should Vendor/Contractor enter into such an agreement on a pre-loss basis.

#### Coverage

Worker's Compensation  
Employer's Liability

#### Minimum Amounts and Limits

Statutory requirements at location of work  
\$ 100,000 each accident  
\$ 100,000 by employee  
\$ 500,000 policy limit

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

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**  
**NOTICE OF EMERGENCY PURCHASE ORDER**

Emergency Change Order on PO#26000453

Instructions: Departments may make emergency purchases, but are required to complete this form. If the emergency occurs after normal duty hours, the emergency form and requisition shall be submitted to the Chief Procurement Officer the next business day.

**Definitions:**

**Emergency:** Any occurrence, or threat thereof, whether accidental, natural, or caused by man, in war or peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property (section 252.34(3), Florida Statutes).

**County Ordinance and Purchasing Policy and Procedures 060D:**

**Emergency.** Any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.

**Emergency work.** Any work performed for the purpose of preventing or alleviating the physical trauma or property damage threatened or caused by an **emergency**.

**Emergency purchase** means a procurement of goods and/or services made in response to a requirement when the delay incident to complying with all governing rules, regulations, and/or procedures would be detrimental to the health, safety and welfare of the county and/or its citizens.

Vendor Name: <u>Citrus Well Drilling LLC</u>	Vendor Number: <u>101848</u>
Address: <u>P.O.Box 369 Hernando, FL 34441</u>	
Vendor Contact: <u>Ray Townsend</u>	Phone #: <u>352.302.1481</u> Email: <u>citruswell@earthlink.net</u>
Department Contact: <u>Bruce Batten</u>	Phone #: <u>352.754.4490 Ext 35532</u>
Department #: <u>07111</u>	Account #: <u>07201-5304616</u> Project Code: _____
Approval Group: <u>AG</u>	Ship To Number/Code: _____ Contract #: _____ Expires: _____

**DATE OF DECLARED EMERGENCY :** 3/27/26      **ESTIMATED COST: \$** 32,759

**BRIEF DESCRIPTION OF THE EMERGENCY:**

*See Attached Emails + Quote.*

Dept: 202 ACCT: B411-200-14102-40-53600-534600 Ship to: 07201/ 154400 Wiscon

**EMERGENCY PURCHASE JUSTIFICATION :** (Please check below all that applies to this purchase and attach supporting documentation). Email form and supporting documentation to Procurement.

1. An immediate danger to the public (check all that applies:)  health,  safety,  welfare, or  other substantial loss to Hernando County, requires emergency action.
2. Describe the circumstances giving rise to the emergency action (additional documentation may be attached to this request if necessary): Fire flow protection and peck demand.
3. Describe the efforts to obtain pricing information from at least three vendors, or describe the increased immediate danger that would result from such efforts (additional documentation may be attached to this request if necessary): \_\_\_\_\_

We recommend that competitive procurement be waived and that the service or material on the attached requisition be purchased as a sole source commodity. I certify that the information contained in this justification is accurate and complete.

Employee Requesting: Bruce Batten  Date: 3/27/26

Department Director/Manager: Ricky Leach  Date: 3/27/26

Procurement Approver: Cahn Rogers  Date: 3/27/26

**C.W.D.I., Inc. dba  
Citrus Well Drilling  
P.O. Box 369  
Hernando, FL 34441  
352-726-5454**

Date	ESTIMATE #
3/20/2026	14233

Name / Address
<b>Hernando County Utilities 15400 Wiscon Road Brooksville , Fl. 34601 Voice: 352-754-4490 Fax: 352-754-4167</b>

Ship To
<b>Well # 11 Jamaica</b>

Terms	Rep	<b>Ray &amp; Todd's Cell Numbers</b>	
Good for 30 days	RT	<b>Ray's 352-302-1481</b>	<b>Todd's 352-302-1481</b>

Qty	Item	Description	Cost	Total
		03/20/2026 <b>ADDED ITEMS TO BE ESTIMATED FOR POSSIBLE NECESSARY REPAIRS: NEW COLUMN PIPE, NEW STAINLESS STEEL LINE SHAFT AND COUPLINGS, NEW STAINLESS STEEL SPIDERS WITH GLIDE INSERTS</b>		
14	rtx 6"x1....	6" x 1-3/16" x 10' column pipe complete assembly with HDPE Type G insert, SS spider, SS lineshaft & SS coupling	1,340.00	18,760.00
140	sbc	Sand Blast 6" column pipe for NSF600 Two Part Epoxy Coatings on ID and OD of column pipe.	78.00	10,920.00
1	NFI	Sand Blast pump and paint with NSF600 Two Part Epoxy coatings on OD of pump	550.00	550.00
1	tpsb	Repair stuffing box with new bearing, water slinger & packing	345.00	345.00
1	tphs	Machined 1-3/16" Stainless Steel Headshaft complete with NEW bearing & NEW packing in stuffing box Connection. Two short 6" column pipe so EXTRA spider can be run immediately below discharge head to stabilize Stainless Steel shaft below stuffing box to give more long term protection to VHS Motor.	1,034.00	1,034.00
2	cut 6-1	1 cuts on 6" column pipe, 2 threads, 1 - 6" column coupling with 6" stainless steel spider and spider Glide bearing inserts for EXTRA PROTECTION on pump end and VHS motor end	575.00	1,150.00
		<b>TO PROCURE THE COLUMN PIPE AND HAVE IT BLASTED AND PAINTED WILL TAKE APPROXIMATE 2-3 WEEKS AFTER OK TO PROCEED.</b>		

			<b>Total</b>	<b>\$32,759.00</b>
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## Fran Hallet

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**From:** Bruce Batten  
**Sent:** Wednesday, March 25, 2026 11:37 AM  
**To:** Jessica Alvarez  
**Cc:** Grace Sheppard; Katrina Tejera; Fran Hallet  
**Subject:** Re: Request to Increase PO 26000453 – Jamaica WTP Well #11

No, I was waiting on purchasing approval first, before I had Citrus Welling Drilling order the pipe.

Thanks

## Bruce Batten

**HERNANDO COUNTY UTILITIES DEPT.**  
**Chief Water & Wastewater Plant Operator**  
**15400 Wiscon Rd.**  
**Brooksville, Fl 34601**  
**P 352.754.4490 Ext: 35532**

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**From:** Jessica Alvarez <jaalvarez@co.hernando.fl.us>  
**Sent:** Wednesday, March 25, 2026 11:32 AM  
**To:** Bruce Batten <bbatten@co.hernando.fl.us>  
**Cc:** Grace Sheppard <GSheppard@co.hernando.fl.us>; Katrina Tejera <KTejera@co.hernando.fl.us>; Fran Hallet <FHallet@co.hernando.fl.us>  
**Subject:** Re: Request to Increase PO 26000453 – Jamaica WTP Well #11

Hi Bruce,

Fran is wanting to know if the damaged drop pipe work has been started yet?



**Jessica Alvarez | Accounting Clerk III**  
HCUD Finance Department  
**Phone:** (352) 540-4368 Ext. 35174  
**Email:** jaalvarez@co.hernando.fl.us  
15365 Cortez Blvd, 2<sup>nd</sup> Floor  
Brooksville, FL 34613

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**From:** Bruce Batten <bbatten@co.hernando.fl.us>  
**Sent:** Friday, March 20, 2026 2:12 PM  
**To:** Jessica Alvarez <jaalvarez@co.hernando.fl.us>; Mariane Micheo <mmicheo@co.hernando.fl.us>  
**Cc:** Utilities Finance <Util\_Finance@co.hernando.fl.us>; Joe Fretto <JFretto@co.hernando.fl.us>; Ricky Leach

<RLeach@co.hernando.fl.us>; Landis Legg <LandisL@co.hernando.fl.us>

**Subject:** Request to Increase PO 26000453 – Jamaica WTP Well #11

I am requesting an increase of \$32,759 to Purchase Order 26000532 for Citrus Well Drilling related to the acid treatment of Well #11 at the Jamaica Water Treatment Plant. During the acid treatment process, the contractor pulled the well, and it was discovered that the existing drop pipe is in poor condition and requires full replacement. This condition could not have been identified prior to pulling the pump as part of the treatment process. The drop pipe must be replaced before the well can be placed back into service. This work is necessary to restore proper operation and maintain system reliability.

Please see the attached original PO and the new invoice. Let me know if you need any thing else.

Thanks

**Bruce Batten**

**HERNANDO COUNTY UTILITIES DEPT.  
Chief Water & Wastewater Plant Operator  
15400 Wiscon Rd.  
Brooksville, FL 34601  
P 352.754.4490 Ext: 35532**