





Interoffice Memorandum

DATE: November 22, 2021

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

THROUGH: Anne Kulikowski, Director 
Administrative Services Department

FROM: Sara Flynn-Kramer, Manager 
Capital Projects Division

CONTACT PERSON: Sara Flynn-Kramer, Manager

DIVISION: Capital Projects
Phone: 407-836-0048

ACTION REQUESTED: Approval of Change Order No. 4, Purchase Order Number M92362, Dr. Phillips/OCPS Future Middle School Joint Ballfield Park, with Borrelli & Partners Inc., in the amount of \$10,722.38, for a revised lump sum contract amount of \$338,686.37. District 1.

PROJECT: DR. P. PHILLIPS/OCPS FUTURE MIDDLE SCHOOL JOINT
BALLFIELD PARK - INVEST

PURPOSE: To provide funding for additional construction services to complete the capital improvements.

BUDGET: Accounting Line No.: 1023-062-0187

JUSTIFICATION/DISCUSSION:

This change order incorporates design services required to change the site access for the temporary parking lot because Orange County School Board did not have access to Buena Vista Woods Boulevard as originally planned.

PREVIOUS ACTIONS TO THIS PURCHASE ORDER:

The Contract award was approved on October 27, 2020.

Original Contract dated October 30, 2020	Lump sum amount - \$ 99,864.15
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Change Order No. 1 Site development work	Lump sum amount - \$ 182,434.88
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Change Order No. 2 Changes in the new Florida Building Code that was implemented	Lump sum amount - \$ 3,263.30
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Change Order No. 3 Sustainability upgrades and changes required to meet Orange County School Board requirements	Lump sum amount - \$ 42,401.66
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Proposed Change Order No. 4 Changing location of the driveway to the temporary parking lot because Orange County School Board does not have access to Buena Vista Woods Boulevard as planned	Lump sum amount - \$ 10,722.38
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Proposed Final Contract Amount	\$ 338,686.37
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cc: *Administrative Services Department*
Procurement Division
Capital Projects Division
Parks and Recreation Division



BCC Mtg. Date: Dec. 14, 2021

**ORANGE COUNTY PROCUREMENT DIVISION
CHANGE ORDER REQUEST FORM**

REQUEST DATE	BUDGET FY	GRANT FUNDING
10/07/21	21/22	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION	CONTACT NAME	CONTACT PHONE	BUYER/PA/CA NAME
Administrative Services / Capital Projects	Jose Canas	407-838-0081	Rochelle Chambers

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH FIRST PAGE)	TYPE	CONTRACT NUMBER	<input type="checkbox"/> CANCEL ENTIRE PO/DO	<input type="checkbox"/> DO NOT MAIL VENDOR COPY
BORRELLI & PARTNERS INC	4	M92382	POOC			

INCREASE, DECREASE OR DELETE COMMODITY LINE

CMDTY. LINE NO.	ACTION	PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
1	Increase Quantity				
	FROM 327963.99				
	TO 338686.37	\$ 327,963.99	\$ 338,686.37	Project: Porto Dr. Phillips OCP's Future Middle School Joint Building Plan	\$ 10,722.38
	Select Action				\$ 0.00
	Select Action				\$ 0.00

ADD COMMODITY LINE

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION	QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	CHANGE
		FOR D.O. YOU MUST SPECIFY AN MA LINE					\$ 0.00
							\$ 0.00
							\$ 0.00

FUNDING: ACCOUNTING LINE OR REPORTING CODE CHANGE

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	TO AMOUNT	FROM ACCOUNTING LINE	TO ACCOUNTING LINE	FROM REPORTING CODE	TO REPORTING CODE

ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)

OTHER CHANGES:

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O	DESCRIBE
\$ 99,864.15	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 228,099.84	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 10,722.38	\$ 338,686.37	

CONTRACT AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 99,864.15	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 228,099.84	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 10,722.38	\$ 338,686.37

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Additional design services for access easement.

By signing this agreement, the Contractor hereby releases the County, its agents and employees from any and all liabilities under this contract for further equitable adjustments and/or claims associated with this change order.

VENDOR/ CONTRACTOR AUTHORIZATION

DEPARTMENT APPROVAL SIGNATURE

DATE: 11/23/2021

DATE: 11/17/21

OFFICE OF PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: ☐ YES ☐ NO

CHANGE AWARD AMOUNT TO: