




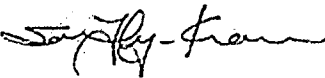
Interoffice Memorandum

CAPITAL PROJECTS ITEM 4

DATE: May 14, 2020

TO: Mayor Jerry L. Demings
and the
Board of 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. 1, Contract Number Y19-809 Sheriff's Central Complex HVAC AHU Replacement, with Hanson Professional Services Inc. in the amount of \$95,353, for a revised lump sum contract amount of \$295,291.75.

PROJECT: Sheriff's Central Complex HVAC AHU Replacement
DISTRICT 6

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

BUDGET: Accounting Line No.: 1023-043-1762

JUSTIFICATION/DISCUSSION:

This change order is necessary to create additional zoned areas by utilizing a new Building Automation System to facilitate the most efficient operation of the new mechanical equipment addressing comfort issues and lowering maintenance and operating costs.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on April 23, 2019.

| | | |
|--|-----------------------------|-------------------|
| Original Contract dated December 17, 2019 | Lump sum amount - \$ | 199,938.75 |
| Proposed Change Order No. 1 Add new Building Automation System to the design and the related additional zones for efficiency. | Lump sum amount - \$ | 95,353.00 |
| Proposed Final Contract Amount | \$ | 295,291.75 |

CC: *Administrative Services Department*
Procurement Division
Capital Projects Division
Orange County Sheriff's Office



BCC Mtg. Date: June 2, 2020

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

| REQUEST DATE | BUDGET FY | GRANT FUNDING |
|--------------|-----------|---|
| 04/20/20 | 2020 | <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 |
|---------------------|------------------|---------------|-------------------|
| Capital Projects | Marisela Guillen | 67479 | Rochelle Chambers |

| VENDOR | CHANGE ORDER NO. | DOCUMENT NO. (ATTACH FIRST PAGE) | TYPE | CONTRACT NUMBER | <input type="checkbox"/> CANCEL ENTIRE PO/DO |
|-----------------------------------|------------------|----------------------------------|------|-----------------|---|
| Hanson Professional Services Inc. | 1 | C19809 | POOC | Y19-809 | <input checked="" type="checkbox"/> DO NOT MAIL VENDOR COPY |

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 199938.75 TO 295291.75 | \$ 199,938.75 | \$ 295,291.75 | 18026 - Sheriff's Central Complex HVAC AHU Replacement | \$ 95,353.00 |
| | Select Action FROM TO | | | | \$ 0.00 |
| | Select Action FROM TO | | | | \$ 0.00 |

ADD COMMODITY LINE

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

| ORIGINAL PO/DO AMT. | NET DOLLARS PREVIOUS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT | NET DOLLARS FOR THIS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT | DOCUMENT TOTAL AFTER THIS C/O | DESCRIBE |
|---------------------|--|---|-------------------------------|----------|
| \$ 199,938.75 | | \$ 95,353.00 | \$ 295,291.75 | |

CONTRACT AMOUNT

| AWARD AMOUNT | NET DOLLARS PREVIOUS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT | NET DOLLARS FOR THIS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT | CONTRACT TOTAL AFTER THIS C/O |
|---------------|--|---|-------------------------------|
| \$ 199,938.75 | | \$ 95,353.00 | \$ 295,291.75 |

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Existing BAS is not compatible with new AHU equipment. CP# 18026 - Sheriff's Central Complex HVAC AHU Replacement CO#1

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

DATE: 5/14/2020

DEPARTMENT APPROVAL SIGNATURE

DATE: 5/12/20

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO: