



Interoffice Memorandum

July 17, 2023

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

FROM:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: John Westmoreland, Chief, Fire Rescue Department, Logistics Division
407-836-9015

SUBJECT: Approval of Change Order No. 3, Purchase Order M108951, Purchase of Diesel Fuel for Fire Rescue Division

ACTION REQUESTED:

Approval of Change Order No. 3, Purchase Order M108951, Purchase of Diesel Fuel for Fire Rescue Division, with Wright Express Financial SVC Corp., in the amount of \$31,000, for a revised total amount of \$116,221.50.

PROCUREMENT:

This change order adds funding to support operational need, due to the high usage of diesel fuel.

FUNDING:

Funding will be available in account 1009-034-0688-4185.

APPROVALS:

The Fire Rescue Department concurs with this recommendation.

REMARKS:

On October 13, 2022, purchase order M108951 was issued to Wright Express Financial SVC Corp., in the amount of \$40,200.

Previous change orders are as follows:

- Change Order No. 1: added funds in the amount of \$45,000 for a revised total amount of \$85,200.
- Change Order No. 2: added funds in the amount of \$21.50, for a revised total amount of \$85,221.50.