



Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: April 30, 2024

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

THROUGH: Anne Kulikowski, Director
Administrative Services Department

A handwritten signature in black ink, appearing to read "Anne Kulikowski".

FROM: Sara Flynn-Kramer, Manager
Capital Projects Division

A handwritten signature in black ink, appearing to read "Sara Flynn-Kramer".

CONTACT PERSON: Sara Flynn-Kramer, Manager

DIVISION: Capital Projects
Phone: 407-836-0048

ACTION REQUESTED: Approval of Change Order No 9, Contract Y23-730 Tax Collector Downtown Office Modifications, with S A Casey Construction Inc in the amount of \$6,436.24, for a revised lump sum contract amount of \$898,326.69. District 5.

PROJECT: Tax Collector Downtown Office Modifications

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

BUDGET: Accounting Line Number: 1023-043-2090-6210

JUSTIFICATION/DISCUSSION:

This work was required by the City of Orlando Building Department during inspections to meet life safety requirements by adding two fire alarm strobes in the employee restrooms and modifying the exit signage.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on March 21, 2023.

Original Contract dated April 21, 2023	Lump sum amount - \$	845,000.00
Change Order No. 1 dated September 25, 2023 Modifications to the ductwork	Lump sum amount - \$	641.45
Change Order No. 2 dated September 26, 2023 Additional framing and drywall	Lump sum amount - \$	2,497.83
Change Order No. 3 dated November 1, 2023 Additional framing for the restrooms	Lump sum amount - \$	1,086.64
Change Order No. 4 dated November 29, 2023 Plumbing and electrical modifications	Lump sum amount - \$	17,795.86
Change Order No. 5 dated December 4, 2023 Mechanical, framing, fixtures and fire alarm changes	Lump sum amount - \$	7,631.16
Change Order No. 6 dated January 19, 2024 Additional drywall repair and insulation	Lump sum amount - \$	6,855.70
Change Order No. 7 dated February 15, 2024 Plumbing fixture modifications	Lump sum amount - \$	310.31
Change Order No. 8 dated March 7, 2024 Additional electrical work	Lump sum amount - \$	10,071.50
Proposed Change Order No. 9 Modify exit signage and add fire alarm devices per the City of Orlando Inspector requirements	Lump sum amount - \$	6,436.24
Proposed Final Contract Amount		\$ 898,326.69

cc: *Administrative Services Department*
Procurement Division
Capital Projects Division

BCC Mtg. Date: May 21, 2024



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
04/30/24	23/24	<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	407-836-0081	

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
S A CASEY CONSTRUCTION INC	9	C23730	POOC	Y23-730	

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
	Select Action FROM TO			Project Tax Collector Downtown Office Modifications (21037)	\$ 0.00
	Select Action FROM TO				\$ 0.00
	Select Action FROM TO				\$ 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	MA LINE					
5	97315	Project Tax Collector Downtown Office Modifications (21037)		6436.24	EA	\$ 1.00	See below	\$ 6,436.24
								\$ 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
5	1		\$ 6,436.24		1023-043-2090-6210		2103705072

ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O	OTHER CHANGES: DESCRIBE
\$ 845,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 46,890.45	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 6,436.24	\$ 898,326.69	
CONTRACT AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O	
\$ 845,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 46,890.45	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 6,436.24	\$ 898,326.69	

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Replace exit signage and add fire alarm strobes per inspector comments.

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:

DATE:

MAY 01 2024
5/1/24

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO: