




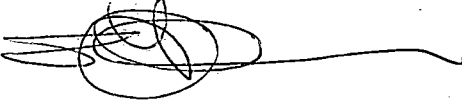
Interoffice Memorandum

CAPITAL PROJECTS ITEM 3

DATE: November 14, 2019

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: 407-836-0043

ACTION REQUESTED: Approval of Change Order No. 3, Contract Number Y17-816, Sheriff's 911 Communication Center Assessment, with Architects Design Group Inc, in the amount of \$58,534.02, for a revised lump sum contract amount of \$219,211.96.

PROJECT: SHERIFF'S 911 COMMUNICATION CENTER ASSESSMENT

DISTRICT TBD

PURPOSE: To provide funding for additional professional design services update the draft assessment.

BUDGET: Accounting Line No.: 1023-023-0338

JUSTIFICATION/DISCUSSION:

This change order is necessary to update the Draft Assessment to add options including the space needs of other users and to reassess the suitability of the current proposed site.

PREVIOUS ACTIONS TO THIS PURCHASE ORDER:

The Contract award was approved on August 22, 2017.

Original Contract dated December 30, 2017 **Lump sum amount - \$ 118,826.91**

Change Order No. 1 dated December 7, 2018 **Lump sum amount - \$ 34,144.00**
Additional services to provide analysis of mechanical, electrical, plumbing, and fire protection considerations.

Change Order No. 2 dated July 17, 2019 **Lump sum amount - \$ 7,707.03**
Additional services to add co-located services to the evaluation.

Proposed Change Order No. 3 **Lump sum amount - \$ 58,534.02**
Change order issued for a space needs assessment to consider additional options including the space needs of other users and to re-evaluate the proposed site.

Proposed Final Contract Amount **\$ 219,211.96**

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



BCC Mtg. Date: December 3, 2019

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

REQUEST DATE	BUDGET FY	GRANT FUNDING
09/30/19	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
Facilities & Capital Projects	Marisela Guillen	60015	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
ARCHITECTS DESIGN GROUP INC	3	C17816	POOC	Y17-816	

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	Decrease Quantity	\$ 27,632.04	\$ 0.00	CP# 17188 Sheriff's 911 Communication Center Asses	(\$ 27,632.04)
	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
2	97300	CP# 17188 Sheriff's 911 Communication Center Asses	86166.06	EA	\$ 1.00	1023-023-0338-3110	\$ 86,166.06
							\$ 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
2	2	\$ 86,166.06	\$ 86,166.06	1023-023-0338-3110	1023-023-0338-3110	1718802018	1718802018

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	DESCRIBE
\$ 118,826.91	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 41,851.03	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 58,534.02	\$ 219,211.96	

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 118,826.91	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 41,851.03	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 58,534.02	\$ 219,211.96

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Change Order for additional assessment services for CP# 17188 - Sheriff's 911 Communication Center Assessment.

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

[Handwritten Signatures]

DATE: 10/28/19
DATE: 10/20/19

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:	DATE:
ADD THE FOLLOWING TEXT TO PO/DO:	TRACK CHANGES: <input type="checkbox"/> YES <input type="checkbox"/> NO CHANGE AWARD AMOUNT TO :