



Interoffice Memorandum

CAPITAL PROJECTS ITEM 4

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: 407-836-0048

ACTION REQUESTED: Approval of Change Order No. 3, Contract No. Y18-707, Orange County Courthouse Exterior Building Protection Modifications, with Cafe Construction & Development Inc, in the amount of \$13,703.92, for a revised lump sum contract amount of \$300,373.38.

PROJECT: ORANGE COUNTY COURTHOUSE EXTERIOR BUILDING PROTECTION MODIFICATIONS

DISTRICT 5

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

BUDGET: Accounting Line No.: 1248-043-0891

JUSTIFICATION/DISCUSSION:

This change order is required to install bird deterrent track now accessible and necessary at window ledges.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on November 28, 2017.

Original Contract dated December 6, 2017	Lump sum amount - \$	238,000.00
Change Order No. 1 dated June 20, 2018 Removal and disposal of existing, non-functioning bird deterrent system.	Lump sum amount - \$	19,175.91
Change Order No. 2 dated December 10, 2018 Additional materials and labor to install bird deterrent to parapet wall and column tops.	Lump sum amount - \$	29,493.55
Proposed Change Order No. 3 Additional materials and labor to install bird deterrent at window ledges.	Lump sum amount - \$	13,703.92
Proposed Final Contract Amount	\$	300,373.38

*Approvals Administrative Services Department
 Procurement Division
 Capital Projects Division
 Facilities Management Division*

BCC Mtg. Date: December 3, 2019



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

REQUEST DATE 11/11/19	BUDGET FY 2019	GRANT FUNDING	
		<input type="checkbox"/> N/A	<input type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION Facilities & Capital Projects	CONTACT NAME Marisola Guillen	CONTACT PHONE 60015	BUYER/PA/CA NAME Rochelle Chambers
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VENDOR CAFE CONSTRUCTION & DEVELOPMENT INC	CHANGE ORDER NO. 3	DOCUMENT NO. (ATTACH FIRST PAGE) C18707	TYPE POOC	CONTRACT NUMBER Y18-707	<input type="checkbox"/> CANCEL ENTIRE PO/DO
					<input 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
	Increase Quantity FROM TO				\$ 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					
4	97320	CP# 17220 Courthouse Exterior Building Protection Modif		13703.92	EA	\$ 1.00	1248-043-0891-3810	\$ 13,703.92
								\$ 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
4	4	\$ 13,703.92	\$ 13,703.92	1248-043-0891-3810	1248-043-0891-3810	1722005072	1722005072

ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O <input checked="" 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	OTHER CHANGES: DESCRIBE
\$ 238,000.00	\$ 48,669.46	\$ 13,703.92	\$ 300,373.38	CP# 17220 - Courthouse Exterior Building Protection Modification CO# 3

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O <input checked="" 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
\$ 238,000.00	\$ 48,669.46	\$ 13,703.92	\$ 300,373.38

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

CO# 3 for additional materials & labor to install bird deterrent at window ledges - CP# 17220 - Courthouse Exterior Building Protection Modification

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: 11/12/19
DATE: 11/12/19

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL: _____ DATE: _____

ADD THE FOLLOWING TEXT TO PO/DO: _____ TRACK CHANGES: YES NO CHANGE AWARD AMOUNT TO: _____