





Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: March 8, 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 Number Y16-802, with SK Consortium Inc., in the amount of \$28,313, for Parcel J Community Park. The revised lump sum contract amount is \$236,647.51.

PROJECT: PARCEL J COMMUNITY PARK

PURPOSE: To provide funding for additional professional design services for additional project scope.

BUDGET: Accounting Line No.: 1265-068-2144-6310

JUSTIFICATION/DISCUSSION:

This change order is necessary to provide additional professional design services for adding a playground and the related permitting fees.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on December 15, 2015.

Original Contract dated December 15, 2015	Lump sum amount - \$	160,881.99
Change Order No. 1 dated December 18, 2017 Additional professional design services to add in the restroom/concession building.	Lump sum amount - \$	47,452.52
Change Order No. 2 dated June 12, 2018 Required to add reporting code for e-Builder integration at no additional cost.	Lump sum amount - \$	0.00
Proposed Change Order No. 3 March 26, 2019 Additional Professional design services for adding playground to the current project and additional permitting fees.	Lump sum amount - \$	28,313.00
Proposed Final Contract Amount	\$	236,647.51

Approvals *Administrative Services Department*
Procurement Division
Capital Projects Division
Parks Division

BCC Mtg. Date: March 26, 2019



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
03/05/19	2019	<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 Svcs./Capital Projects	Marisela Guillen	407 836 0015	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
SK Consortium Inc.	3	C16802	POOC	Y16-802	

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				\$ 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					
3	97307	Additional professional design services for adding playground to the current project		28313	each	\$ 1.00	1285-068-2144-6310-1716402018	\$ 28,313.00
								\$ 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	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O	OTHER CHANGES:
\$ 160,881.99	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 47,452.52	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 28,313.00	\$ 236,647.51	Additional professional design services for adding playground to the current project and additional permitting fees.

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Additional professional design services for adding playground to the current project and additional permitting fees.

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 Signature]

DATE: 3/8/19
DATE: 3/5/19

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO: