




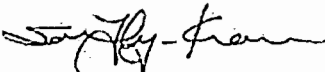
Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

**DATE:** May 14, 2020

**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. 7, Contract Number Y14-805 Courthouse Complex Mechanical & Fire Protection Upgrades, with SGM Engineering Inc., in the amount of \$14,646.88, for a revised lump sum contract amount of \$762,729.24.

**PROJECT:** Courthouse Complex Mechanical & Fire Protection Upgrades  
DISTRICT 5

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

**BUDGET:** Accounting Line No.: 1023-043-1755

**JUSTIFICATION/DISCUSSION:**

This change order is necessary for the additional permit review costs required to complete the permit review process for the project.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on September 9, 2014.

<b>Original Contract dated February 24, 2015</b>	<b>Lump sum amount - \$</b>	<b>599,632.94</b>
<b>Change Order No. 1 dated April 21, 2016</b> Encumbering the balance of the Contract by adding \$174,632.94 to the original encumbrance of \$425,000.00 to equal the total Contract amount of \$599,632.94.	<b>Lump sum amount - \$</b>	<b>0.00</b>
<b>Change Order No. 2 dated April 21, 2016</b> Additional services to correct the humidity issues within the basement tunnel system.	<b>Lump sum amount - \$</b>	<b>38,645.78</b>
<b>Change Order No. 3 dated September 19, 2017</b> Additional services to replace twenty-one additional air handling units.	<b>Lump sum amount - \$</b>	<b>10,766.01</b>
<b>Change Order No. 4 dated November 14, 2017</b> Additional services necessary to extend the life of the equipment and reduce maintenance costs by conditioning the mechanical rooms.	<b>Lump sum amount - \$</b>	<b>52,333.43</b>
<b>Change Order No. 5 dated July 17, 2019</b> Additional services to replace VAV boxes and to upgrade the power to install electric heaters.	<b>Lump sum amount - \$</b>	<b>37,029.20</b>
<b>Change Order No. 6 dated September 9, 2019</b> Additional plan review permit fee for initial submittal of project for City of Orlando permit.	<b>Lump sum amount - \$</b>	<b>9,675.00</b>
<b>Proposed Change Order No. 7</b> Additional permit review costs to complete the permit review by the City of Orlando based on the projected project cost.	<b>Lump sum amount - \$</b>	<b>14,646.88</b>
<b>Proposed Final Contract Amount</b>	<b>\$</b>	<b>762,729.24</b>

CC: *Administrative Services Department  
Procurement Division  
Capital Projects Division  
Facilities Management Division*

BCC Mtg. Date: June 2, 2020



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

123

REQUEST DATE	BUDGET FY	GRANT FUNDING	
04/06/20	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
Capital Projects	Marisela Guillen	67479	Fabio Henao

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH FIRST PAGE)	TYPE	CONTRACT NUMBER	<input type="checkbox"/> CANCEL ENTIRE PO/DO
SGM Engineering Inc.	7	C14805	POOC	Y14-805	<input checked="" 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
2	Increase Quantity FROM 435779.76 TO 450426.64	\$ 435,779.76	\$ 450,426.64	17057 - Courthouse Complex Mechanical & Fire Proto. Upgrades	\$ 14,646.88
	Select Action FROM TO				\$ 0.00
	Select Action FROM TO				\$ 0.00

**ADD COMMODITY LINE**

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE	QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	CHANGE
								\$ 0.00
								\$ 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)**

**OTHER CHANGES:**

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	DESCRIBE
\$ 425,000.00	\$ 323,082.36	\$ 14,646.88	\$ 762,729.24	

**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
\$ 599,632.94	\$ 148,449.42	\$ 14,646.88	\$ 762,729.24

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

CO#7 for permit submittal fees at City of Orlando. 17057-Courthouse Complex Mechanical & Fire Protection Upgrades e-Builder CO# 2

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:

DATE:

5/14/20  
5/12/20

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO: