



Legislation Text

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**File #:** 25-071, **Version:** 1

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**Interoffice Memorandum**

**DATE:** December 16, 2024

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Anne Kulikowski, Director, Administrative Services Department

**FROM:** Sara Flynn-Kramer, Manager, Capital Projects Division

**CONTACT:** Sara Flynn-Kramer

**PHONE:** 407-836-0048

**DIVISION:** Capital Projects Division

**ACTION REQUESTED:**

Approval of Change Order No 6, Contract Y21-751 IOC II 2<sup>nd</sup> Floor Space, with S A Casey Construction Inc in the amount of \$49,984.25, for a revised lump sum contract amount of \$578,933.68. District 3. (Capital Projects Division)

**PROJECT:** IOC II 2<sup>nd</sup> Floor Space

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

**BUDGET:** Accounting Line Number: 1023-043-0263-3810

**JUSTIFICATION/DISCUSSION:**

This is a lifecycle replacement of the flooring that was added to the project while the floor was vacated for construction. The carpet in the common areas was replaced with resilient flooring. Doing this work as a part of this renovation project was cost effective and eliminated any disturbance to the daily operations of the occupants.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on December 14, 2021.

**Original Contract dated February 18, 2022**      **Lump sum amount - \$ 480,000.00**

**Change Order No. 1 dated September 1, 2022**      **Lump sum amount - \$ 8,418.32**

Changes to the door hardware

**Change Order No. 2 dated October 4, 2022**      **Lump sum amount - \$ 22,044.32**

Electrical, plumbing, mechanical and millwork  
revisions

**Change Order No. 3 dated February 16, 2023**      **Lump sum amount - \$ 879.08**

Increase in material cost of carpet

**Change Order No. 4 dated February 27, 2023**      **Lump sum amount - \$ 1,935.00**

Fire sprinkler survey of existing system

**Change Order No. 5 dated April 18, 2024**      **Lump sum amount - \$ 15,672.71**

Framing, electrical, fire sprinkler and mechanical  
revisions

**Proposed Change Order No. 6**      **Lump sum amount - \$ 49,984.25**

Supply and install resilient flooring throughout the  
common areas of the 2<sup>nd</sup> Floor

**Proposed Final Contract Amount**      **\$ 578,933.68**



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

4

REQUEST DATE	BUDGET FY	GRANT FUNDING	
09/17/24	24/25	<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
S A CASEY CONSTRUCTION INC	6	C217051	POOC	Y21-7051	<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
	Select Action FROM TO			IOC II 2nd Floor Space (19003)	\$ 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	9731503	IOC II 2nd Floor Space (19003)		49984.25	EA	\$ 1.00	See below	\$ 49,984.25
								\$ 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
3	1		\$ 49,984.25		1023-043-0263-3810		1900305072

**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
\$ 480,000.00	\$ 48,949.43	\$ 49,984.25	\$ 578,933.68	No Additional Time.
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	
\$ 480,000.00	\$ 48,949.43	\$ 49,984.25	\$ 578,933.68	

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Life-cycle replacement of the flooring while floor was vacated providing cost savings and minimizing inconvenience to daily operations. BCC District 3.

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

DATE: DEC 10 2024

DEPARTMENT APPROVAL SIGNATURE

DATE: 12/7/24

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO: \_\_\_\_\_



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

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Administrative Services / Capital Projects	Jose Canas	407-836-0081	

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S A CASEY CONSTRUCTION INC	6	C217051	POOC	Y21-7051	<input type="checkbox"/> DO NOT MAIL VENDOR COPY

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**ADD COMMODITY LINE**

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\$ 480,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 48,949.43	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 49,984.25	\$ 578,933.68	DESCRIBE No Additional Time.

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 480,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 48,949.43	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 49,984.25	\$ 578,933.68

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VENDOR/ CONTRACTOR AUTHORIZATION

DEPARTMENT APPROVAL SIGNATURE

DATE:

DATE:

DEC 10 2024

12/7/24

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO :