



Legislation Text

File #: 25-1056, **Version:** 1

Interoffice Memorandum

DATE: July 15, 2025

TO: Mayor Jerry L. Demings and County Commissioners

THROUGH: Anne Kulikowski, Director, Administrative Services Department

FROM: Rich Steiger, Manager, Facilities Management Division

CONTACT: Rich Steiger

PHONE: 407-836-7473

DIVISION: Facilities Management

ACTION REQUESTED:

Approval of Change Order No 3, Contract Y24-734 Hagood House Exterior and Interior Renovations, with Poli Construction Inc in the amount of \$140,070.75, for a revised lump sum contract amount of \$966,460.07. District 3. (Facilities Management Division)

PROJECT: Hagood House Exterior and Interior Renovations

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

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

JUSTIFICATION/DISCUSSION:

An assessment of the Hagood House located on the Great Oaks Village campus was performed in 2020 to review and provide recommendations for the replacement of the exterior wood siding and damaged interior floors due to termite activity. The assessment did not review the construction of the front entrance because the structural issues were not an issue at the time of the assessment.

Upon removing the old wood siding on the front entrance area, it was found that the front entrance over-hang was lacking the required structural support and connections to meet code. This presented a safety concern that required the design team to provide construction plans to provide structural connections and support to bring the front entrance up to code. This work will ensure the safety of the

building occupants who use the front entrance and bring the entrance up to code.

This change order includes the renovation of the front entrance, consisting of the removal of existing column wraps, demolition of the porch floor, and installation of new column footings, HSS steel columns and beams, a steel deck, and new FRP wraps. Work also includes concrete pouring, installation of new quarry tiles, a new railing system, and paint touch-ups to surrounding areas.

PREVIOUS ACTIONS TO THIS CONTRACT:

Original Contract dated August 30, 2024 Lump sum amount - \$ 747,743.00

Change Order No. 1 dated April 18, 2025 Lump sum amount - \$ 46,389.31

Repairs needed for rotting fascia and 2nd FL carpet removed and replaced with the same LVT being used on the first floor.

Change Order No. 2 dated June 3, 2025 Lump sum amount - \$ 32,257.01

Additional painting needed to ceilings on first floor, install walk-off areas and LVT flooring

Proposed Change Order No. 3 Lump sum amount - \$ 140,070.75

Correct structural issues to the front porch that were discovered upon the removal of the siding.

Proposed Final Contract Amount \$ 966,460.07



BCC Mtg. Date: August 5, 2025
**ORANGE COUNTY PROCUREMENT DIVISION
 CHANGE ORDER REQUEST FORM**

REQUEST DATE	BUDGET FY	GRANT FUNDING
07/01/25	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 / Facilities Management	Jose Canas	407-836-0081	

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH FIRST PAGE)	TYPE	CONTRACT NUMBER	<input type="checkbox"/> CANCEL ENTIRE PO/DO
POLI CONSTRUCTION INC	3	C24734	POOC	Y24-734	<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
1	Increase Quantity FROM 826389.32 TO 966460.07	\$ 826,389.32	\$ 966,460.07	Hagood House Exterior and Interior Renovations	\$ 140,070.75
	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)

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
\$ 747,743.00	\$ 78,646.32	\$ 140,070.75	\$ 966,460.07	No Additional Time.

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
\$ 747,743.00	\$ 78,646.32	\$ 140,070.75	\$ 966,460.07

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Correct structural issues to the front porch. 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

LIANE KAWASAKI

DATE: 7/8/2025

DEPARTMENT APPROVAL SIGNATURE

Rich Steiger

DATE: 7/1/2025

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL: _____ DATE: _____

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