



Interoffice Memorandum

CAPITAL PROJECTS ITEM 3

**DATE:** November 8, 2023

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

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

A handwritten signature in black ink, appearing to read "Anne Kulikowski".

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

A handwritten signature in black ink, appearing to read "Sara Flynn-Kramer".

**CONTACT PERSON:** Sara Flynn-Kramer, Manager

**DIVISION:** Capital Projects  
Phone: 407-836-0048

**ACTION REQUESTED:** Approval of Change Order No 1, Contract Y23-704 Regional History Center CRAC Units Replacement, with Air Mechanical & Service Corporation in the amount of \$63,587.48, for a revised lump sum contract amount of \$728,587.48. District 5.

**PROJECT:** Regional History Center CRAC Units Replacement

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

**BUDGET:** Accounting Line Number: 1023-043-2049.

**JUSTIFICATION/DISCUSSION:**

The design for the project included a one-for-one replacement of the existing Computer Room Air Conditioning units, or CRAC units. The project was advertised for bid and the construction contract was awarded and executed. During the contractor's equipment submittal process, it was discovered that due to the age of the existing units, the exact replacement models were no longer available from any manufacturer. Therefore, since exact replacement units were not an option, all the equipment was revised up to the next largest sized unit. These slightly larger units will also accommodate the existing conditions more effectively.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on January 24, 2023.

<b>Original Contract dated January 26, 2023</b>	<b>Lump sum amount - \$</b>	<b>665,000.00</b>
<b>Proposed Change Order No. 1</b> Upsize the CRAC units	<b>Lump sum amount - \$</b>	<b>63,587.48</b>
<b>Proposed Final Contract Amount</b>	<b>\$</b>	<b>728,587.48</b>

cc: *Administrative Services Department*  
*Procurement Division*  
*Capital Projects Division*  
*Facilities Management Division*  
*Community & Family Services Department*  
*Regional History Center*

BCC Mtg. Date: November 28, 2023



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
10/27/23	23/24	<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
AIR MECHANICAL & SERVICE CORPORATION	1	C23704	POOC	Y23-704	<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 665000.00 TO 728587.48	\$ 665,000.00	\$ 728,587.48	Project: Regional History Center CRAC Units Replacement (20071)	\$ 63,587.48
	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.	ACCTS. 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
\$ 250,000.00	\$ 415,000.00	\$ 63,587.48	\$ 728,587.48	No Additional Time.
CONTRACT AMOUNT	NET DOLLARS PREVIOUS C/O <input 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	
\$ 665,000.00	\$ 0.00	\$ 63,587.48	\$ 728,587.48	

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Change to unit sizing per Engineer.

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: 10/31/2023

DEPARTMENT APPROVAL SIGNATURE

DATE: 10/31/23

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO :