



Interoffice Memorandum

CAPITAL PROJECTS ITEM 4

DATE: December 15, 2022

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 Y21-7022, Cooperative Extension Exhibit Hall HVAC Replacement, with Air Mechanical & Service Corporation in the amount of \$83,212.02, for a revised lump sum contract amount of \$500,265.02. District 3.

PROJECT: Cooperative Extension Exhibit Hall HVAC Replacement

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

BUDGET: Accounting Line No.: 1023-043-2049

JUSTIFICATION/DISCUSSION:

This work reconfigures each of the mechanical rooms for the new air conditioning equipment and to provide for more efficient serviceability clearances for seven air handling units that required relocation.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on December 13, 2021.

Original Contract dated April 17, 2022	Lump sum amount - \$ 417,053.00
Proposed Change Order No. 1 Reconfigure the mechanical rooms, clean the existing ductwork, and add insulation	Lump sum amount - \$ 83,212.02
Proposed Final Contract Amount	\$ 500,265.02

cc: *Administrative Services Department*
Procurement Division
Capital Projects Division
Facilities Management Division
Community and Family Services Department



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
11/21/22	22/23	<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	C217022	POOC	Y21-7022	<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 417053.00 TO 500265.02	\$ 417,053.00	\$ 500,265.02	Project: Cooperative Education Exhibit Hall HVAC Replacement (20000)	\$ 83,212.02
	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 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 No Additional Time.
\$ 417,053.00	\$ 0.00	\$ 83,212.02	\$ 500,265.02	
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	
AWARD AMOUNT	\$ 0.00	\$ 83,212.02	\$ 500,265.02	

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Relocation of 7 AHUs for serviceability. (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

DEPARTMENT APPROVAL SIGNATURE

[Handwritten Signature]

DATE:

DATE:

12/16/2022
12/14/22

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO: