



Interoffice Memorandum

CAPITAL PROJECTS ITEM 3

DATE: May 17, 2018

TO: Mayor Teresa Jacobs
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. 4, Contract No. Y17-725, with Onopa Services, LLC in the amount of \$7,245.08, for the Orange County Facilities Management Division Special Services Building 1944 HVAC, Electrical and Interior Upgrades. The revised lump sum contract amount is \$628,421.74.

PROJECT: ORANGE COUNTY FACILITIES MANAGEMENT DIVISION
SPECIAL SERVICES BUILDING 1944 HVAC, ELECTRICAL AND
INTERIOR UPGRADES

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

BUDGET: Accounting Line No.: 1023-043-2049-6210

JUSTIFICATION/DISCUSSION:

This change order is necessary to provide a fire alarm system as required to meet code.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on March 21, 2017.

Original Contract dated March 30, 2017	Lump sum amount - \$	571,703.00
Change Order No. 1 dated August 15, 2017 Additional services for insulation and electrical receptacles to meet code.	Lump sum amount - \$	8,523.47
Change Order No. 2 dated September 18, 2017 Additional services for unforeseen demolition of casework.	Lump sum amount - \$	26,539.50
Change Order No. 3 dated May 8, 2018 Additional services for drywall, electrical work, and lighting.	Lump sum amount - \$	14,410.69
Proposed Change Order No. 4 Additional services for fire alarm.	Lump sum amount - \$	7,245.08
Proposed Final Contract Amount	\$	628,421.74

*Approvals Administrative Services Department
 Procurement Division
 Capital Projects Division
 Facilities Management Division*

BCC Mtg. Date: June 5, 2018



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
5/4/2018	2018	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION	CONTACT NAME	CONTACT PHONE	CONTACT EMAIL
Admin Services/Capital Projects	Randy Nixon	6-0043	Randy.Nixon@ocfl.net

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH A COPY)	TYPE	CONTRACT NUMBER	BUYER/PA/CA NAME
ONOPA SERVICES LLC	4	C17725	POOC	Y17-725	Marsha Mussori

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 621176.66				
	TO 628421.74	\$621,176.66	\$628,421.74	Permitting	\$7,245.08
	Select Action				\$0.00
	FROM				
	TO				
	Select Action				\$0.00
	FROM				
	TO				

ADD COMMODITY LINE

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

ACCOUNTING LINE CHANGE

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	FROM ACCOUNTING LINE	TO AMOUNT	TO ACCOUNTING LINE

OTHER CHANGES

DESCRIBE
Add 15 Calendar days
Revised Final Completion Date 12/19/2017

ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O
	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	
\$571,703.00	\$49,473.66	\$7,245.08	\$628,421.74

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	

- ☐ CANCEL ENTIRE PO/DO
- ☐ DO NOT MAIL VENDOR COPY

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

This work needs to be performed to satisfy requirements from Orange County Fire & Rescue Department Office of the Fire Marshall.

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

DATE:

DATE:

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: ☐ YES ☐ NO

CHANGE AWARD AMOUNT TO: