



Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

**DATE:** February 2, 2021

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

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

Handwritten signature of Anne Kulikowski in black ink.

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

Handwritten signature of Sara Flynn-Kramer in black ink.

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

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

**ACTION REQUESTED:** Approval of Change Order No. 2, Contract Number C19806, with TLC Engineering Solutions Inc., in the amount of \$46,404.29, for Corrections Buildings D, E, F Mechanical and Fire Protection Upgrades, for a revised lump sum contract amount of \$950,410.11.

**PROJECT:** Corrections Buildings D, E, F Mechanical and Fire Protection Upgrades

DISTRICT 6

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

**BUDGET:** Accounting Line No.: 1023-043-1756-3810

**JUSTIFICATION/DISCUSSION:**

This change order updates the existing rational analysis report which is used as the basis of design for the smoke control system and to permit, bid and construct the project. The original rational analysis that was completed for this project requires updating due to the recent updated building code. The Procurement Division directed this scope of work to be added to the design contract for the continuity of the design services.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on March 26, 2019.

<b>Original Contract dated December 18, 2019</b>	<b>Lump sum amount - \$ 885,000.00</b>
<b>Change Order No. 1 dated October 23, 2020</b> To value engineer the estimated construction cost of the project to be within budget.	<b>Lump sum amount - \$ 19,005.82</b>
<b>Proposed Change Order No. 2</b> To update the existing rational analysis report to current Codes.	<b>Lump sum amount - \$ 46,404.29</b>
<b>Proposed Final Contract Amount</b>	<b>\$ 950,410.11</b>

*CC: Administrative Services Department  
Procurement Division  
Capital Projects Division  
Corrections Department*



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
01/26/21	FY 21	<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	Reed Knowlton	836-0052	Rochelle Chambers

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH FIRST PAGE)	TYPE	CONTRACT NUMBER	<input type="checkbox"/> CANCEL ENTIRE PO/DO <input type="checkbox"/> DO NOT MAIL VENDOR COPY
TLC Engineering Solutions Inc.	2	C19806	POOC	C19806	

**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	Select Action FROM 904005.82 TO 950410.11	\$ 904,005.82	\$ 950,410.11	Corrections Buildings D, E, F Mechanical and Fire Protection Upgrades	\$ 46,404.29
	Select Action FROM TO			APPROVED BY ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS FEB 23 2021	\$ 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					
								\$ 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	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O
\$ 400,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 504,005.82	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 46,404.29	\$ 950,410.11

**OTHER CHANGES:**

DESCRIBE

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 885,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 19,005.82	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 46,404.29	\$ 950,410.11

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Change order updates the existing rational analysis report to be used as the basis for design for the smoke control system used for permitting, bidding and construction.

*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 Wayne Allred Wayne E Allred Digitally signed by Wayne E Allred  
DN: cn=Wayne E Allred, o=Orange County, ou=Procurement, email=Wayne.Allred@ocnet.net, c=US DATE: 02/05/21

DEPARTMENT APPROVAL SIGNATURE Sara Flynn-Kramer Sara Flynn-Kramer Digitally signed by Sara Flynn-Kramer  
DN: cn=Sara Flynn-Kramer, o=Orange County, ou=Procurement, email=Sara.Flynn-Kramer@ocnet.net, c=US DATE: 02/04/21

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

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

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