



Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

**DATE:** May 17, 2018

**TO:** Mayor Teresa Jacobs  
and the  
Board of County Commissioners

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

A handwritten signature in black ink, appearing to be "AK", written over the text "Administrative Services Department".

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

A handwritten signature in black ink, appearing to be "Sara Flynn-Kramer", written over the text "Capital Projects Division".

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

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

**ACTION  
REQUESTED:** Approval of Change Order No. 3, Contract No. Y17-733, with Café Construction & Development, Inc. in the amount of \$27,741.45, for the Animal Services East Side Spay/Neuter Clinic. The revised lump sum contract amount is \$359,505.57.

**PROJECT:** ANIMAL SERVICES EAST SIDE SPAY/ NEUTER CLINIC

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

**BUDGET:** Accounting Line No.: 1023-060-2393-6210

**JUSTIFICATION/DISCUSSION:**

This change order is necessary to provide the conduit to upgrade and bury the primary power feed from the power company.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on April 25, 2017.

<b>Original Contract dated May 2, 2017</b>	<b>Lump sum amount - \$</b>	<b>283,700.00</b>
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<b>Change Order No. 1 dated November 8, 2017</b>	<b>Lump sum amount - \$</b>	<b>35,309.67</b>
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Additional services for Flooring and surgical light changes to reduce maintenance requirements.

<b>Change Order No. 2 dated April 11, 2018</b>	<b>Lump sum amount - \$</b>	<b>12,754.45</b>
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Additional services to upgrade steps and handrails from wood to concrete and metal to improve safety and maintenance.

<b>Proposed Change Order No. 3</b>	<b>Lump sum amount - \$</b>	<b>27,741.45</b>
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Additional services to install the conduit for the underground electrical service.

<b>Proposed Final Contract Amount</b>	<b>\$</b>	<b>359,505.57</b>
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*Approvals    Administrative Services Department  
                  Procurement Division  
                  Capital Projects Division  
                  Health Services Department  
                  Animal Services Division*

BCC Mtg. Date: June 5, 2018



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
5/7/2018	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		AJ Murray		407-838-0057		A.J.Murray@ocfl.net	
VENDOR		CHANGE ORDER NO.	DOCUMENT NO. (ATTACH A COPY)	TYPE	CONTRACT NUMBER		BUYER/PA/CA NAME
CAFE CONSTRUCTION & DEVELOPMENT INC		3	C17733	POOC	Y17-733		Patrice Hauser

**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	331,764.12	359,505.57	Design	\$27,741.45
	Select Action				\$0.00
	Select Action				\$0.00

**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
							\$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 270 Calendar Days
Revised Substantial Completion Date: 7/2/2018
Revised Final Completion Date: 8/2/2018

**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
\$283,700.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$48,064.12	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$27,741.45	\$359,505.57

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$283,700.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$48,064.12	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$27,741.45	\$359,505.57

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

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Install underground electrical conduit for new primary power feed as required by power company. Power company incorrectly indicated they could provide power overhead. Days added at no additional cost.

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: 5-15-18

DEPARTMENT APPROVAL SIGNATURE

DATE: 5/14/18

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: ☐ YES ☐ NO CHANGE AWARD AMOUNT TO: