





Interoffice Memorandum

DATE: October 8, 2020

TO: Mayor Jerry L. Demings
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. 1, Purchase Order Number M92364, with Borrelli & Partners Inc, in the amount of \$65,470.21, for a revised lump sum contract amount of \$115,702.42.

PROJECT: Parks Blanchard Park Restroom

DISTRICT 5

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

BUDGET: Accounting Line No.: 1023-043-0263

JUSTIFICATION/DISCUSSION:

This change order incorporates the design services for a lifecycle replacement of the existing lift station and associated sewer connections in conjunction with the construction of the new restroom building. Incorporating this required sewer work into the new restroom project will eliminate duplicate work saving both time and money.

PREVIOUS ACTIONS TO THIS CONTRACT:

Original Purchase Order dated September 27, 2018.	Lump sum amount - \$	50,232.21
Proposed Change Order No. 1 Lifecycle replacement of the lift station and associated Upgrades and sewer work.	Lump sum amount - \$	65,470.21
Proposed Final Contract Amount	\$	115,702.42

CC: *Administrative Services Department*
Procurement Division
Capital Projects Division
Facilities Management Division
Parks and Recreations Division



BCC Mtg. Date: October 27, 2020

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

REQUEST DATE	BUDGET FY	GRANT FUNDING	
10/08/20	2020	<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	Marisela Guillen	60015	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
Borelli & Partners Inc	1	M92364	POOC	Sole Source		

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 50232.21 TO 115702.42	\$ 50,232.21	\$ 115,702.42	CP# 17142 - Parks Blanchard Park Restroom	\$ 65,470.21
	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
\$ 50,232.21		\$ 65,470.21	\$ 115,702.42

OTHER CHANGES:

DESCRIBE

CONTRACT AMOUNT

AWARD 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
\$ 50,232.21		\$ 65,470.21	\$ 115,702.42

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

This CO is needed for additional services required for the evaluation and design of sanitary sewer system and new lift station. E-builder POCO# 1

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

Jorge A. Borrelli
Digitally signed by Jorge A. Borrelli
Date: 2020.10.08 13:11:40 -04'00'

DATE:

DEPARTMENT APPROVAL SIGNATURE

Sara Flynn-Kramer
Digitally signed by Sara Flynn-Kramer
DN: cn=Sara Flynn-Kramer, o=Orange County, ou=Capital Projects,
email=Sara.Flynn-Kramer@ocflnet.org, c=US
Date: 2020.10.08 10:56:52 -04'00'

DATE:

10/08/20

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO :