



Interoffice Memorandum

FACILITIES MANAGEMENT ITEM 1

**DATE:** August 22, 2023

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

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

A handwritten signature in cursive script, appearing to read "Anne", written over the printed name of Anne Kulikowski.

**FROM:** Richard Steiger, Manager  
Facilities Management Division

A handwritten signature in cursive script, appearing to read "Rich Steiger", written over the printed name of Richard Steiger.

**CONTACT PERSON:** Richard Steiger, Manager

**DIVISION:** Facilities Management  
Phone: 407-836-7474

**ACTION REQUESTED:** Approval of Change Order No 3, Contract Y22-775, Public Works Admin Building LED Lighting Upgrades, with S A Casey Construction Inc. in the amount of \$32,357.07, for a revised lump sum contract amount of \$804,204.15. District 3.

**PROJECT:** Orange County Public Works Building 1 LED Lighting Upgrades

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

**BUDGET:** Accounting Line No.: 1043-043-2050-3810

**JUSTIFICATION/DISCUSSION:**

This work is to provide and install additional HVAC return grilles to balance air distribution throughout the building recommended/specified by Hanson Engineering Firm. The original fluorescent light fixtures were designed and installed as air returns for the buildings, HVAC system. The newly installed LED light fixtures do not act as air return grilles so therefore these HVAC grilles must be provided and installed to provide correct air returns to the buildings' HVAC system.

**PREVIOUS ACTIONS TO THIS PURCHASE ORDER:**

The Contract award was approved on August 30, 2022.

<b>Original Purchase Order dated September 23, 2022</b>	<b>Lump sum amount - \$</b>	<b>728,300.00</b>
<b>Change Order No. 1 dated April 4, 2023</b> Additional cost of labor redirected from standard Working hours to non-standard working hours.	<b>Lump sum amount - \$</b>	<b>37,252.04</b>
<b>Change Order No. 2 dated May 2, 2023</b> Additional lighting occupancy devices on emergency Lighting due to building occupancy.	<b>Lump sum amount - \$</b>	<b>6,295.04</b>
<b>Proposed Change Order No. 3</b> Add HVAC Return grilles as a design improvement for Air, Test and balance per Hanson Engineering firm.	<b>Lump sum amount - \$</b>	<b>32,357.07</b>
<b>Proposed Final Contract Amount</b>	<b>\$</b>	<b>804,204.15</b>

cc: *Administrative Services Department*  
*Procurement Division*  
*Facilities Management Division*



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

REQUEST DATE	BUDGET FY	GRANT FUNDING	
08/22/23	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 / Facilities Management	Jose Canas	407-836-0081	

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH FIRST PAGE)	TYPE	CONTRACT NUMBER	<input type="checkbox"/> CANCEL ENTIRE PO/DO
S A CASEY CONSTRUCTION INC	3	C22775	POOC	Y22-775	<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 771847.08 TO 804204.15	\$ 771,847.08	\$ 804,204.15	Public Works Admin Building	\$ 32,357.07
	Select Action	FROM TO				\$ 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	DESCRIBE
\$ 728,300.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 43,547.08	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 32,357.07	\$ 804,204.15	

**OTHER CHANGES:**

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 728,300.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 43,547.08	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 32,357.07	\$ 804,204.15

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Additional construction services to add T-Bar and rework ceiling for new eggcrate return.

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

*Rich Steiger*  
Rich Steiger

Digitally signed by Rich Steiger  
Date: 2023.08.22 13:38:15 -04'00'

DATE: 8/23/23

DATE: 8/22/23

DEPARTMENT APPROVAL SIGNATURE

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO :

APPROVED BY ORANGE  
COUNTY BOARD OF  
COUNTY COMMISSIONERS

REV. (10/18)