



Interoffice Memorandum

CAPITAL PROJECTS ITEM 3

**DATE:** January 29, 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. 3, Contract Number C18743, Public Works Bithlo Vehicle Storage Building, with Grove Construction, in the amount of \$2,990.65, for a revised lump sum contract amount of \$691,274.44.

**PROJECT:** Public Works Bithlo Vehicle Storage Building

DISTRICT 5

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

**BUDGET:** Accounting Line No.: 1004-072-2947-6210

**JUSTIFICATION/DISCUSSION:**

This change order is necessary to provide electrical conduit for additional fire alarm devices as required per the Fire Marshal to comply with all life safety requirements needed but not included in the original permit documents for the project.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on June 19, 2018

<b>Original Contract dated July 6, 2018</b>	<b>Lump sum amount - \$ 639,730.00</b>
<b>Change Order No. 1 dated December 19, 2019</b> Changes for supply and installation of fiber optic Cabling.	<b>Lump sum amount - \$ 2,575.79</b>
<b>Change Order No. 2 dated December 20, 2020</b> Installation of underground fire draft line to meet Life Safety code requirements	<b>Lump sum amount - \$ 45,978.00</b>
<b>Proposed Change Order No. 3</b> Installation of additional electrical conduit for additional fire alarm devices as required by Fire Marshal.	<b>Lump sum amount - \$ 2,990.65</b>
<b>Proposed Final Contract Amount</b>	<b>\$ 691,274.44</b>

CC: *Administrative Services Department*  
*Procurement Division*  
*Public Works Department*  
*Capital Projects Division*



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
02/01/21	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
Grove Construction	3	C18743	POOC	Y18-743	<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	Select Action FROM 688283.79 TO 691274.44	\$ 688,283.79	\$ 691,274.44	Public Works Bithlo Vehicle Storage Building	\$ 2,990.65
	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 <small>FOR D.O. YOU MUST SPECIFY AN MA LINE</small>	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

<b>ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)</b>				<b>OTHER CHANGES:</b>	
ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O <input checked="" 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	DESCRIBE	
\$ 639,730.00	\$ 48,553.79	\$ 2,990.65	\$ 691,274.44		
<b>CONTRACT AMOUNT</b>					
AWARD AMOUNT	NET DOLLARS PREVIOUS C/O <input checked="" 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		
\$ 639,730.00	\$ 48,553.79	\$ 2,990.65	\$ 691,274.44		

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**  
This change order is necessary to provide electrical conduit for additional fire alarm devices as required per Fire Marshal plans review.

*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 Karen Khan DATE: 2/5/21  
DEPARTMENT APPROVAL SIGNATURE [Signature] DATE: 2/2/21

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

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

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